



Illinois Department of Corrections

Administrative Directive

Number: 04.10.101	Title: Authority and Responsibility for Educational Programs	Effective: 5/1/2021
-----------------------------	--	-------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	04.10.101 effective 2/1/2020

Authority: 730 ILCS 5/3-2-2, 3-6-2, and 3-12-3 20 IAC 405	Related ACA Standards: 5-ACI-1F-01, 02 and 06, 5-ACI-7B-01, 02, 07 – 10
Referenced Policies: 01.05.105, 03.03.102, 03.03.110, 04.10.103	Referenced Forms:

I. **POLICY**

The Department shall ensure that academic and vocational programs are available for offenders.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a written procedure defining the responsibilities of individuals involved in the administration of academic and vocational programs.

B. **Applicability**

This directive is applicable to the Office of Adult Education and Vocational Services (OAEVS) and to all correctional facilities within the Department that provide academic, vocational or contractual programs through the OAEVS.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **Definitions**

The following definitions shall apply to all Administrative Directives pertaining to Education:

Educational programs – courses of academic and vocational instruction offered to students as approved by the OAEVS Manager.

Student – any offender enrolled in educational programs provided by or through the OAEVS, including contractual programs with special education providers, colleges and universities.

F. **Requirements**

1. The Office of Adult Education and Vocational Services (OAEVS) Manager shall develop and implement policies and procedures for the operation of the OAEVS. This shall include, but not be limited to:

	Illinois Department of Corrections Administrative Directive	Page 2 of 3
Number: 04.10.101	Title: Authority and Responsibility for Educational Programs	Effective: 5/1/2021

- a. Overall planning of educational programs.
 - b. Hiring, evaluating and providing in-service activities for all OAEVS staff.
 - c. Participating in employee reviews and grievance hearings for all OAEVS staff.
 - d. Evaluating current programs and researching and developing new educational programs.
 - e. Making recommendations concerning the budget, building plans and sites and curriculum, and selecting courses of study, textbooks and instructional materials.
 - f. Ensuring records and accounts are maintained as directed or required by the Director, Chief of Programs and Support Services, Illinois Community College Board, the State Board of Education and the Secretary of State.
 - g. Reviewing federal assistance programs and preparing proposals for federal funding.
 - h. Maintaining a liaison relationship with other State agencies and with local, regional and private educational agencies.
 - i. Submitting reports, as required, to the Director, Chief of Programs and Support Services, Illinois Community College Board, State Board of Education, Secretary of State and other agencies.
 - j. Making visits to correctional facilities and conducting periodic meetings with facility and educational staff.
 - k. Ensuring each Educational Facility Administrator (EFA) provides optimal educational opportunities within the constraints of financing and staffing.
2. The EFA shall:
- a. Supervise and develop educational programs at the local level including, but not be limited to:
 - (1) Ensuring each new OAEVS employee or contractor's employee completes the orientation program in accordance with Administrative Directive 03.03.102, including any additional requirements established by the OAEVS Manager. All orientation documentation shall be maintained in the employee's local training file.
 - (2) Ensuring an annual assessment of training needs is conducted and provided to each OAEVS employee who completes training activities in accordance with Administrative Directive 03.03.102 by April 1st of each year.
 - (3) Ensuring applicable staff maintains current Illinois State Board of Education Educator Credentials.
 - (4) Distributing teaching assignments equitably among staff in accordance with OAEVS, State and Federal guidelines.
 - (5) Evaluating educational staff in accordance with Administrative Directive 03.03.110.
 - (6) Monitoring contracts to assure that contracted services are being provided.

	Illinois Department of Corrections Administrative Directive	Page 3 of 3
Number: 04.10.101	Title: Authority and Responsibility for Educational Programs	Effective: 5/1/2021

- (7) Holding monthly staff meetings to ensure that educational staff receive in-service training on all applicable rules, directives, procedures and requirements.
- (8) Planning, budgeting and submitting educational commodity and equipment purchase requests.
- (9) Allocating funds, as approved.
- (10) Maintaining a data collection system necessary for completing required reports.

b. Establish and maintain an educational manual.

- (1) Sections of the manual shall include:
 - (a) Policy or Mission Statement Goals;
 - (b) Procedures for school enrollments, student attendance and assignment pay;
 - (c) Description of programs and criteria for program entry;
 - (d) Educational discipline policies;
 - (e) Procedures for student assessment;
 - (f) High School Equivalency (HSE) testing procedures;
 - (g) Procedures for standardized test administration and security;
 - (h) Earned Program Sentence Credit guidelines;
 - (i) Control of educational computers and software in accordance with Administrative Directive 01.05.105;
 - (j) Procedures for Adult Basic Education, Advanced Adult Basic Education, Adult Secondary Education and HSE attendance; and
 - (k) A class schedule.

NOTE: The class schedule shall be updated annually in accordance with Administrative Directive 04.10.103.

- (2) The manual or manual revisions shall be approved by the Chief Administrative Officer and submitted to the OAEVS Manager by June 1st of each year for approval by July 1st. Signature pages and approvals shall be maintained for a minimum of three years.

c. Prepare and submit an annual evaluation of programs to the Director, Chief of Programs and Support Services and OAEVS Manager by October 1st of each year. The format of the evaluation shall be pre-approved by the OAEVS Manager.