

NATCHAUG HOSPITAL POLICY AND PROCEDURE MANUAL
TITLE: QUALIFICATIONS AND REQUIREMENTS FOR PERSONNEL

Policy#: 1.9

Section: Community Programs

Subsection: School Programs

Purpose:

To provide information on qualifications and requirements of school personnel.

Scope:

School

Policy:

Each private facility shall ensure that:

- All special education program administrators, instructional and related services personnel providing special education and related services who were hired after September 1, 1980, shall hold proper state certification which shall be on file with Connecticut State Department of Education (CSDE) and reported in the Educator Data System.
- Administrators of the facility's special education program shall hold either a current teacher certificate in comprehensive special education, a related service area, or in an area of a specific disability, AND an intermediate administrator certificate.

Natchaug Hospital shall have written personnel policies and job descriptions for its staff.

Natchaug Hospital shall have established procedures for supervising and evaluating the performance of all staff members according to their job descriptions and aligned with the Connecticut Guidelines for Educator Evaluation that outlines the standards to which all educator evaluation plans in Connecticut must adhere. Natchaug Hospital must submit an evaluation plan for approval to the CSDE.

Natchaug Hospital shall have a written plan(s) for ongoing personnel development including a professional development policy. Such policy shall include:

- Minimum 18 hours at no cost requirements;
- Professional development opportunities which are aligned to individual educator evaluation in support of areas of identified need;
- The proper documentation of professional development activities.

Natchaug Hospital shall maintain a permanent individual personnel file for each employee and shall ensure said file is held confidential.

Natchaug Hospital shall require personal and prior work references, as well as a record check to the Department of Children and Families Child Abuse and Neglect Registry, to be on record before hiring staff who work directly with students.

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Natchaug Hospital shall obtain the information listed on the State of Connecticut Educational Employer Verification form from ALL current or former employer(s) of the applicant if such employer was a local or regional board of education, an approved private special education program, a governing council of a state or local charter school, an inter-district magnet school operator, or if the employment caused the applicant to have contact with children. Applicants are required under the law to provide a prospective employer with the name, address, and telephone number of all current or former employers that meet the above criteria. Information may be collected either through a written communication or telephonically.

State and national criminal history records check (fingerprinting) of staff who work directly with students, shall be submitted within 30 days of hire and on file within 60 days from the date of employment. C.G.S. Section 10-221d

Issued: 12/2012

Replaces:

Revised: 11/2023