

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.459
	STATE OF HAWAII	3.460
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Class Specifications
for the Classes

CORRECTIONS EDUCATION SPECIALIST III and IV
(CORRECTIONS EDN SPCLT III and IV)

Series Definition:

Positions in this series perform professional work in a corrections education program aimed at providing education services and programs for inmates in adult correctional facilities.

The goal of the corrections education program is to educate the whole person through academic, vocational, and general interest programs. Objectives of the corrections education program are to meet all legislative mandates and statutes relating to the provision of educational services to inmates in correctional facilities, and enable inmates to develop to the fullest potential, to develop competencies in areas directly related to job acquisition, to develop social and academic skills, and to retain a job upon release.

Corrections Education Specialists perform direct services to inmates in correctional facilities by assessing inmates' academic/vocational abilities and needs, and developing, coordinating, implementing and monitoring individualized educational plans; or perform staff support functions which include program development and administrative support activities, program monitoring and evaluation, and staff development and training.

Such work requires knowledge of principles of human behavior and motivation, principles and practices of education and learning and instructional methods and materials; and the ability to assess, plan, coordinate, carry out and evaluate educational activities.

These knowledge and abilities would typically be gained through education at the college level and professional teaching experience. At the IV level, specific knowledge of the corrections education program goals, objectives, requirements, etc., is required to perform the work and such knowledge would typically be gained through professional work experience in a corrections education program.

monitoring, evaluating and documenting inmates' progress and modifying the inmate educational plan as necessary. Some positions plan and conduct academic instruction. However, in most cases, instruction to inmates is provided by contract staff. Positions in this class monitor and evaluate inmates' progress by observation and review of inmates' class work and, through discussion with instructors, as necessary.

A position may be responsible for providing all corrections education program services in a facility with limited educational activities and inmate participation. In addition to developing, implementing and evaluating educational plans for inmates, these positions perform minor administrative work, such as ordering and purchasing supplies and equipment; keeping track of expenditures, scheduling inmates, classes, volunteers and other personnel, and arranging for the transportation of inmates between the correctional facility and school campus.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Basic principles of human behavior and motivation; principles and practices of education and learning; educational testing and evaluation methods and instruments; instructional methods and materials; legislative mandates and statutes relating to the educational requirements of inmates; corrections education program activities, goals and objectives, laws, rules, regulations, policies and procedures; related programs in educational institutions, community resources, public and private individuals and agencies which provide services for the program; vocational opportunities which provide inmates with employment or skill development experiences within the correctional facility; report writing; and programs, services and requirements of federal, State and local government agencies involved with educational issues.

Ability to: Assess, plan, coordinate, carry out and evaluate educational activities for inmates; maintain records and write reports of inmate activities, participation and progress in the corrections education program; plan and conduct academic instruction; deal effectively with a variety of people and agencies (inmates, instructors, tutors, businesses, schools, volunteers, etc.); and for some positions, maintain records of expenditures.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements*

does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)

1. Administers and interprets academic and/or vocational tests to inmates.
2. Assesses academic achievement and ability and/or vocational aptitude and interest of inmates.
3. Discusses test results and educational opportunities with inmates and provides counseling regarding educational alternatives.
4. Develops, coordinates and implements individualized academic and/or vocational educational plans.
5. Monitors, evaluates, and documents inmates' progress as it relates to the prescribed educational plan by observing inmates' participation in instructional classes, reviewing inmates' class work (quizzes, etc.), and as necessary, discussing inmates' progress with contracted instructors.
6. Maintains records and prepares reports of inmates' participation and progress in educational activities.
7. Discusses inmates' behavior and progress with the assigned social worker.
8. Provides orientation/information to contracted instructors regarding methods and materials used in the facility.
9. Reviews educational records being transferred in/out for completeness and accuracy.
10. Plans and conducts academic instruction.
11. Arranges for instructional services by volunteers, inmate tutors and contracted instructors.
12. For positions which are responsible for providing all educational services in a facility with limited inmate participation, performs minor administrative housekeeping duties, e.g., order equipment and supplies, prepare operational reports, and keep track of expenditures.

CORRECTIONS EDUCATION SPECIALIST IV 3.460
(CORRECTIONS EDN SPCLT IV)

Class Distinguishers:

Complexity: Independently plans, develops and monitors educational programs and activities for a component area (e.g., academic, vocational) of the statewide corrections education program; develops and monitors contracts for services and grants; conducts studies, e.g., feasibility studies for new programs and/or activities; provides technical consultation and staff training and development for facility personnel; and makes recommendations on resource allocation, and policies and procedures for the assigned area of work.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*) In addition to the knowledge and abilities required at the lower level:

Knowledge of: Basic management principles related to effective work organization and utilization of budget and personnel; staff training methods and techniques; methods and techniques of contracts and grant development and monitoring.

Ability to: Plan, develop, monitor and evaluate a component area within a corrections education program; review and evaluate operational effectiveness and make recommendations for change; work with other agencies to develop activities and programs; develop and provide training for inmates and staff; develop and monitor contracts and grants; write reports; and recommend allocation of resources.

Examples of Duties: (*Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.*)

1. Reviews, analyzes, updates and recommends policies, procedures, and guidelines pertaining to an assigned component area within the statewide corrections education program.
2. Reviews, monitors and evaluates operations and recommends changes.

3. Serves as technical resource within an assigned component area, providing consultation and assistance to Corrections Education Specialists in the facilities, e.g., researching available services and programs to provide education to accommodate an inmate's special interests or needs.
4. Education Specialists, contracted and other personnel and volunteers.
5. Conducts special studies, e.g., feasibility studies for new programs/activities.
6. Writes summaries, reports and recommendations on existing and proposed programs, activities and legislation.
7. Identifies needs, drafts, solicits and reviews requests for proposals from potential academic/vocational service providers and recommends selection of delivery agent(s).
8. Makes recommendations on resource allocation, e.g., staffing, equipment and materials.
9. Seeks out federal and other funding sources and develops grant proposals.
10. Serves as a liaison with educational institutions, organized labor, and community organizations to develop activities and programs.
11. Reviews, evaluates and comments on proposed educational programs for the statewide school system to ensure provisions which would enable inmate participation.