

Minimum Qualification Specifications
for the Classes:

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

CORRECTIONS EDUCATION SPECIALIST III 3.459
(CORRECTIONS EDN SPCLT III)

Prerequisite Knowledge and Abilities Required

Knowledge of: Basic principles of human behavior and motivation; principles and practices of education and learning; instructional methods and materials; and report writing.

Ability to: Assess, plan, coordinate, carry out and evaluate academic/vocational activities for inmates; assess inmates' progress; learn and apply the legislative mandates and statutes relating to the educational requirements for inmates; learn and apply corrections education program activities, goals and objectives, laws, rules, regulations, policies and procedures; learn about and utilize related programs in educational institutions, community resources and agencies; learn which federal, State and local government agencies are involved with educational issues; become aware of vocational opportunities in the correctional facility such as activities in the carpentry work line, or in computer graphics, as part of the Correctional Industries program; maintain records and write reports of inmate activities, participation and progress in the corrections education program; plan and conduct academic instruction; and deal effectively with a variety of people and agencies (inmates, instructors, tutors, volunteers, businesses, schools) who provide services.

CORRECTIONS EDUCATION SPECIALIST IV 3.460
(CORRECTIONS EDN SPCLT IV)

Prerequisite Knowledge and Abilities Required: In addition to the knowledge and abilities required at the lower level:

Knowledge of: Legislative mandates and statutes relating to the educational requirements for inmates; corrections education program activities, goals and objectives, laws, rules, regulations, policies and procedures; related programs in

educational institutions; and community resources, including public and private individuals and agencies and federal, State, and local government agencies involved with educational issues; vocational opportunities within the correctional facility.

Ability to: Plan, develop, monitor and evaluate a component area of a corrections education program; review and evaluate operational effectiveness and recommend changes; work with Corrections Education Specialists in the facilities to provide technical assistance and support, and with other agencies to develop activities and programs; develop and provide training for inmates and staff; write reports; and develop and monitor contracts and grants.

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described in the General and Specialized Experience sections or any other progressively responsible administrative, professional or analytical work experience which provided knowledge and abilities comparable to those acquired in four (4) years of successful study leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge and abilities.

The education or experience background must also demonstrate the ability to write clearly and comprehensively reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	Gen Exp (Yrs)*	Spclzd Exp (Yrs)	Total Exp (Yrs)
Corrections Edn Spclt III	1-1/2	0	1-1/2
Corrections Edn Spclt IV	1-1/2	1	2-1/2

General Experience: Progressively responsible professional teaching experience which involved developing educational lesson plans; providing instruction to students; assessing students' progress and modifying educational plans to address

level of progress. Such experience must have involved and demonstrated knowledge of the application of principles and practices of education and learning and instructional methods and materials.

*One (1) year of General Experience is defined as a school year approximately 180 "teacher duty" days or approximately 38 weeks per year.

Specialized Experience: Responsible professional work experience in a corrections education program which provided knowledge of the legislative mandates and statutes relating to the educational requirements of inmates as well as the program activities, goals and objectives, laws, rules, regulations, policies and procedures of a corrections education program. The work must also have provided knowledge of related programs and activities in educational institutions, community resources and agencies, and federal and State agencies involved with educational issues.

Non-Qualifying Experience: Teaching work experience of general interest subjects such as dancing, ukulele, etc., which did not require the knowledge and application of principles and practices of education and learning and instructional methods and materials, or which did not require assessment, evaluation and measurement of student progress is not qualifying.

Substitutions Allowed

1. A bachelor's degree in education or professional diploma in education from an accredited college or university may be substituted for one-half (1/2) year of the General Experience.
2. Possession of a master's degree in education from an accredited college or university which provided knowledge of principles and practices of education and learning and instructional methods and materials may be substituted for one-half (1/2) year of the General Experience.
3. Possession of a Ph.D. degree in education from an accredited college or university which provided knowledge of principles and practices of education and learning and instructional methods and materials may be substituted for one-half (1/2) year of the General Experience.
4. A full-time teaching internship of at least one semester which involved developing educational lesson plans, providing instruction to students, assessing students' progress and modifying educational plans to address level of students' progress may be substituted for additional General Experience on the basis of one semester of full-time post-baccalaureate internship for one-half (1/2) year of General Experience, provided that such experience involved and demonstrated

knowledge of the application of principles and practices of education and learning and instructional methods and materials.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes CORRECTIONS EDUCATION SPECIALIST (CORRECTIONS EDN SPCLT) III AND IV, which were approved on November 17, 1994.

DATE APPROVED: 12/19/12



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