

CORRECTIONS EDUCATION SUPERVISOR I 3.462
(CORRECTIONS EDUCATION SUPVR I)

Class Distinguishers:

Supervisory Responsibility: This class reflects the working supervisor over a small staff of lower level Corrections Education Specialist positions.

Complexity: Positions in this class have responsibility for planning, organizing, supervising, coordinating, and evaluating the activities of an education program of moderate size and scope in a correctional facility in addition to performing educational case management services for inmates comparable to the journey level class, Corrections Education Specialist III.

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; corrections education program activities, goals, objectives, laws, rules, regulations, policies and procedures; legislative mandates and statutes relating to the educational requirements of inmates; vocational opportunities which provide inmates with employment or skill development experiences within the correctional facility; related programs in educational institutions; program, services, and requirements of community, federal, State and local government agencies involved with educational issues; principles and practices related to effective work organization and utilization of budget and personnel; contracts and grants reporting requirements; principles and practices of supervision, staff development and training.

Ability to: Plan, organize, supervise and participate in, and coordinate and evaluate activities for a corrections education program of moderate size and scope; recommend/initiate programs/activities to meet inmate population educational needs and interests; review and evaluate educational programs and activities and recommend changes to the program staff office; deal effectively with a variety of people and agencies (e.g., inmates, instructors, tutors, businesses, schools, volunteers); work effectively with staff of contracted agencies and schools to schedule educational services; assign, review and evaluate the work of lower level

Corrections Education Specialists; handle disciplinary problems and provide for staff development; maintain records and prepare narrative and statistical reports of educational activities, inmate participation, progress, etc.; participate in special projects as assigned (e.g., assessing the feasibility of implementing a new program/activity with a particular inmate population or group); monitor and fulfill all contract stipulations including reporting requirements.

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. Plans, organizes, supervises and participates in, and evaluates the activities of an education program of moderate size and scope in a correctional facility.
2. Plans and coordinates the implementation of various educational (academic and vocational) programs and activities; develops/coordinates course offerings and schedules; coordinates programs and activities with other sections and units of the correctional facility.
3. Makes arrangements to contract services for education instruction with various individuals/agencies; ensures that all services, as specified in any educational purchase of service agreements/contracts are implemented, monitored and evaluated; recommends modifications as needed; prepares reports as required.
4. Develops and implements, as needed, policies, procedures and guidelines for the effective implementation of educational programs and activities for inmates in the facility.
5. Prepares reports of educational activities, inmate participation, progress, etc.; prepares annual evaluation of educational programs and activities.
6. Assesses the need for educational space requirements, equipment, tools, curriculum materials, etc.; initiates requisitions for supplies/equipment as funds permit; recommends changes in educational program allocations as appropriate; keeps track of and ensures proper use of funds and reporting expenditures.
7. Plans, assigns, schedules and evaluates the work of one or more lower level Corrections Education Specialists;

- investigates complaints against subordinates and recommends disciplinary action; provides for staff development and training as necessary. Also responsible for supervising any volunteers, educational work line inmates, and contracted instructors, etc., who provide educational services.
8. Makes budget projections for the education program of moderate size and scope.
 9. Allocates resources for an education program of moderate size and scope to ensure that all educational requirements are met with regard to the provision of appropriate services and reporting requirements as mandated by law and stipulated by contract.
 10. Recommends and initiates new activities and programs and changes to existing activities and programs.

CORRECTIONS EDUCATION SUPERVISOR II
(CORRECTIONS EDUCATION SUPVR II)

3.643

Class Distinguishers:

Supervisory Responsibility: This class reflects the full supervisor over a staff of lower level Corrections Education Specialists.

Complexity: Positions in this class have responsibility for planning, organizing, implementing and evaluating the activities of an educational program of large size and scope in a correctional facility. Such a program is distinguished from an education program of moderate size and scope by its large and diverse inmate population with highly varied inmate classification groupings and inmate population types; a large number and variety of educational activities; a substantial number of hours budgeted for contracted instructional personnel; contacts with numerous individuals, groups and agencies which provide services and other support to the program; and a large budget with numerous types of allocations. These elements have an effect on the complexities involved in identifying varied inmate needs; assessing, evaluating and prioritizing those needs; planning, organizing and coordinating programs, activities, materials, equipment, space, personnel and other resource utilization.

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: Educational programs and resources, educational needs and requirements of a more diverse inmate population.

Ability to: Plan, organize, direct, coordinate and evaluate activities in a corrections education program of large size and scope, and manage a budget for a corrections education program of large size and scope.

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. Plans organizes, prioritizes, implements and evaluates the activities of the education program of large size and scope in a correctional facility.
2. Plans, assigns, schedules and reviews work of a staff of lower level specialists responsible for independently providing education case management services to inmates.
3. Plans, develops, and manages a budget characterized by diverse types of allocations, and numerous and varied reporting requirements.
4. Develops and implements policies, procedures and guidelines for an education program of large size and scope in the assigned facility.
5. Identifies and determines needs of a large diverse inmate population.
6. Plans, develops and schedules numerous and varied programs and activities to accommodate a large and diverse inmate population.
7. Plans and schedules work of subordinate lower level Corrections Education Specialists as well as inmate tutors, volunteers, and contracted instructors.
8. Allocates resources for an education program of large size and scope to ensure that all educational requirements are met with regard to provision of appropriate services and reporting requirements as mandated by law and stipulated by contract.
9. Coordinates the provision of services to inmates physically segregated in a large facility by working

effectively with facility personnel in the various organizational segments of the facility.

10. Prepares statistical and narrative reports on the participation and progress of inmates in numerous and varied educational activities.
11. In addition, may perform work described at the next lower level.