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Minimum Qualification Specifications
for the Class:

CORRECTIONS EDUCATION MANAGER

Prerequisite Knowledge and Abilities Required:

Knowledge of: Basic principles of human behavior and motivation; principles and practices of education and learning, educational testing and evaluation methods and techniques; instructional methods and materials; needs and requirements of a diverse inmate population; corrections education program activities, goals, objectives, laws, rules, regulations, policies and procedures; laws, standards, court/other mandates relating to the educational requirements of inmates; vocational opportunities which provide inmates with employment or skill development experiences; principles and practices of supervision; educational institutions and other community resources, including public and private individuals and agencies which provide educational services; programs, services and requirements of federal, State and local government agencies involved with educational issues; and report writing.

Ability to: Plan, organize, direct, implement and evaluate a statewide corrections education program; develop policies, procedures, goals and objectives; learn, interpret and apply all laws, rules, regulations, standards and requirements pertaining to the State's corrections education program; learn governmental processes (e.g., legislative processes); formulate, recommend and administer budget and expenditure plans; establish and maintain effective working relationships with officials in the correctional facilities, others within the department and in other agencies; perform or oversee the planning and implementation of staff training; supervise and evaluate the work performed by others; communicate effectively both orally and in writing (e.g., prepare legislative testimony and speak at legislative hearings); and oversee the development and monitoring of 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:

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown:

General Experience*: One-and-one-half (1-1/2) years of 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.

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.

Specialized Experience: Two (2) years of progressively 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.

Staff Specialist/Supervisory Experience: Two (2) years of Staff Specialist and/or Supervisory Experience of the type and quality described below:

1. Professional work experience as a Staff Specialist which involved responsibility for planning, developing, and monitoring educational programs and activities for a component area of a corrections education program conducting studies for new programs and/or activities; providing technical consultation and staff training and development for facility personnel; and making recommendations on resource allocation and policies and procedures. Such experience must have been comparable to the class Corrections Education Specialist IV in the State service.
2. Professional work experience which involved planning, organizing, supervising, coordinating, and evaluating the activities of an education program for inmates in a correctional facility. Such experience must have been comparable to the class Corrections Education Supervisor I in the State service.

Applicants who possess only Staff Specialist Experience must also possess one (1) year of Supervisory Experience which included: 1) planning and directing the work of others; 2) assigning and review their work; 3) advising them on difficult and complex problem areas; 4) timing and scheduling their work; 5) training new employees; and 6) evaluating the performance of subordinates and disciplining them when necessary.

Managerial Aptitude: Applicants must demonstrate the possession of managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

1. A bachelor's degree in education or a 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 such experience involved and demonstrated knowledge of the application of principles and practices of education and learning and instructional methods and materials.
5. Excess Staff Specialist/Supervisory Experience (in a corrections education program) may be substituted for the Specialized Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof 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.

License Requirement:

Applicants must possess a valid license to drive in the State of Hawaii.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is the first minimum qualification specification for the new class CORRECTIONS EDUCATION MANAGER.

DATE APPROVED: 1/23/96

/s/ Ann K. Kon
JAMES H. TAKUSHI
Director of Human Resources Development