

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV38671</b>
<b>Job Class Code:</b>	<b>250</b>	<b>Salary Schedule:</b>	<b>ATEACHERS</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>01</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>05/05/98</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Education Direct Program Services

**JOB CODE TITLE:** CORRECTIONAL EDUCATION PROGRAM TEACHER

**HRIS TITLE:** CORRL EDUC PRG TEACHER

**CHARACTERISTICS OF THE CLASS:** Work standards established by the program for each work site. Has the authority to make decisions on instructional methods, lesson plans, class notes, classroom discipline, security in specific situations. Instructs youths and adults in academic or vocational subjects, in groups and individually, in any of the various educational programs in the Department of Corrections. Work product consists of (Desired): improved knowledge and skills in subject program participants. Responsible for timeliness of class sessions and meetings; for quality of instruction and educational counseling; with others, for safety and security of classroom or program area.

**EXAMPLES OF DUTIES:** Teaches secondary school subjects to students in an educational program. Instructs institution residents in the knowledge and skills of a vocation or trade, assigning tasks, demonstrating techniques, assigning reading or material examination, advising on improvement of performance. Teaches remedial reading, mathematics, or writing skills to school students. Checks work of individual vocational students, rates performance, shows techniques of improvement. Writes lesson plans based on needs of individual students. Develops examinations for training courses. Examines student performance records; evaluates student progress. Tutors students in their studies at secondary school levels. Designs curricula for special needs for a special student group. Corrects tests and workbook papers and scores tests. Lectures to students in techniques and background theories relating to vocational skills or trades. Counts prisoners in a specified area, on entering or leaving a specified area, in a correctional institution, as a security check. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Teaches and counsels students in preparation for high school equivalency tests. Confers with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Maintains a log or record of prisoners entering or leaving a specified area. Maintains record of correctional institution prisoners' privilege status, good behavior time and other references affecting individual program or services. Escorts prisoners to various authorized areas of a correctional institution. Performs related work as required.

**WORK CONDITIONS:** Works closely with convicted youths or adult felons in institutional or community settings.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** subject area taught; currently accepted methods, techniques and practices in school or classroom teaching, and applications of these in correctional programs; the needs and responses of convicted youths or adults in the correctional system, and of the goals and objectives of correctional custody and treatment; the rules and regulations, policies and standards of the Department of Corrections and of the particular facility in which employed.

**Skill/Ability to:** instruction of individuals or groups in given subject area; oral and written communication; interpersonal relations, as applied to interaction with specific types of students encountered in these programs; counseling of students, particularly in terms of their educational potential, plans and opportunities.

**Experience and Education:** Typical ways to obtain the KSAs would be: Bachelor's degree from an accredited college or university. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

**SPECIAL SELECTION FACTORS:** Must possess current Arizona Department of Education teaching certification in Elementary Education, Secondary Education, Adult Education, or Special Education. (EXCEPTION: Adult Basic Education certificates issued by any of the fifty states will be accepted.)