

**STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION**

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV38683</b>
<b>Job Class:</b>	<b>250</b>	<b>Salary Schedule:</b>	<b>ASRDJEDU</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>03</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>11/01/93</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>05/13/97</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** DJC Education Program Series

**JOB CODE TITLE:** DJC EDUCATION PROGRAM PRINCIPAL

**HRIS TITLE:** DJC EDUC PRG PRINCIPAL

**WORK DESCRIPTION:** As a member of a multi-disciplinary treatment team, manages an education program, often with such related program elements as recreation and library services, and ancillary services as needed; supervises all administrative, teaching and support staff. Supervises youth care workers assisting in the school.

**WORK ACTIVITIES:** plans and develops educational programs for residents of a state institution, based on needs of residents and available resources.

Devises a timetable, schedule or agenda for achievement of work objectives, completion of projects or development of changes in work processes.

Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods.

Plans for better use of material and personnel resources in an administrative or operating division or large field office or operation; examines materials, confers with superiors and staff; analyzes, evaluates and makes determinations.

Directs, instructs, explains and counsels subordinate personnel who are supervisors, section managers or highly skilled technicians carrying out tasks requiring considerable judgment or creative effort.

Examines, reviews and evaluates educational programs for correctional facilities; makes determinations and recommendations.

Examines available data and records and evaluates proficiency and progress of teachers in educational programs.

Devises and writes a complete program of instruction for a specific training course, including organization and content of materials and method of presentation.

Attends meetings of managers or administrators of divisions and other major units, under chair leadership of agency director or head of major division, program or work system; gives and receives information, participates in discussion, problem resolution and decision-making.

Plans, organizes and directs arrangements for seminars, workshops or special training sessions or programs of specified duration.

Develops, reviews and makes adjustments in a long range plan for agency (or major program) goals.

Writes policy and operating procedures for division or section of work system or agency, subject to guidelines and regulations set forth by superior, and by laws and regulations.

Performs related work as required.

**WORK CONDITIONS:** Works closely with adjudicated youth in an institutional or community setting.

**WORK RESULTS/PRODUCTS:** Effective operation of educational program; (desired): improved knowledge and skills in subject program participants; reports and records.

**RESPONSIBILITY:** For quality and effectiveness of education and related programs; for prompt and timely delivery of services and reports.

**AUTHORITY:** Decisions on instruction, organization and methods of the educational program; decisions on hiring and discipline of staff.

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

**Knowledge of:** Contemporary concepts, methods and practices of education management and classroom teaching, and applications of these in correctional programs. Needs and responses of adjudicated youth in the juvenile correction system, and of the goals and objectives of treatment. Methods and techniques of supervising institutional program and educational program planning. Rules and regulations, policies and standards of the particular facility Department of Juvenile Corrections in which employed.

**Skill/Ability to:** Manage a large staff of supervisors and highly skilled instructional and support staff. Oral and written communication. Instruction of teaching, supervisory, and associated staff in the specific methods and practices required in the program. Analysis and evaluation of program effectiveness and progress.

**SPECIAL SELECTION FACTORS:** Current certification as a teacher or school administrator by the Arizona Department of Education as required by the assignment.