

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV78335
Job Class Code:	250	Salary Schedule:	ASRCORED
EEO Category:	02	Grade:	01
Workers Comp Code:	7720		

Job Code Established:	11/10/91	Effective Date:	
Job Code Revised:	05/15/98	Effective Date:	

JOB CODE SERIES: Education Series

JOB CODE TITLE: CORRECTIONAL EDUCATION PROGRAM SUPERVISOR

HRIS TITLE: CORRL EDUC PRG SPV

CHARACTERISTICS OF THE CLASS: Has the authority to make decisions on scheduling, teaching assignments, hiring and discipline of staff, operational priorities. Work standards established by the program for each work site. Supervises teaching and related elements of a correctional education program; develops curricula and program plans; teaches students in selected programs; maintains records; writes reports. Work product consists of effective operation of assigned elements of educational program; (desired): improved knowledge and skills in subject program participants; special reports as required. Responsible for quality of education and related programs under supervision; for prompt and timely delivery of services and reports.

EXAMPLES OF DUTIES: Devises a schedule of work or itinerary, agenda, or timetable for subordinates on a daily or weekly basis within a work unit. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Directs, instructs, explains and counsels subordinate workers in carrying out a variety of tasks. Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement. Confers with teachers and administrators of schools attended by institution residents regarding residents' progress, needs, behavior or activities. Plans and develops educational programs for residents of a state institution, based on needs of residents and available resources. Develops and gathers course materials and counsels teachers in their use. Designs curricula for special needs for a special student group. Inspects work areas in order to perceive or detect problems, or other factors affecting program or work schedule. Plans for better use of material and personnel resources in a work unit; examines materials, confers with superiors and staff, analyzes, evaluates, and makes determinations.

Develops and creates new forms to accommodate needs of new program elements; submits for agency approval if needed. Examines and reviews purchase orders for the program on regular basis. Examines student performance records; evaluates student progress. Establishes special tutoring programs for particular students. Devises and writes a complete program of instruction for a specific training course, including organization and content of materials and methods of presentation. Reads, examines and reviews reports prepared by subordinate workers or officers; makes corrections, adjustments, raises questions, routes back to writer or approves. Attends work unit staff meetings as chairman; directs discussion, explains, listens, guides problem-solving processes, resolves conflicts; participates and leads in decision-making. Performs related work as required.

WORK CONDITIONS: Works closely with convicted youths or adult felons in an institutional or community setting.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: contemporary concepts, methods and practices of education management and 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; (as a teacher) of subject area taught.

Skill/Ability to: work management and work leadership; oral and written communication; instruction of teaching and instruction of associated staff in the specific methods and practices required in the program; teaching and counseling of students in a correctional education program, as required.

Experience and Education: Typical ways to obtain the KSAs would be:

- Two years of teaching experience in a correctional program, equivalent to a Correctional Education Program Teacher.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Current certification as a teacher by the Arizona Department of Education.