

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV78337
Job Class Code:	250	Salary Schedule:	ASRCORED
EEO Category:	01	Grade:	03
Workers Comp Code:	7720		

Job Code Established:	01/10/91	Effective Date:	
Job Code Revised:	05/15/98	Effective Date:	

JOB CODE SERIES: Education Series

JOB CODE TITLE: CORRECTIONAL EDUCATION PROGRAM MANAGER

HRIS TITLE: CORRL EDUC PRG MGR

CHARACTERISTICS OF THE CLASS: Has the authority to make decisions on curricula, organization and methods of the educational program; final decisions on hiring and discipline of staff. Manages an education program, often with such related program elements as recreation and library services, and ancillary services as needed; develops and approves curricula; supervises unit supervisors, technical specialists and teachers. Responsible for quality and effectiveness of education and related programs; for prompt and timely delivery of services and reports. Work product consists of effective operation of educational program; (desired): improved knowledge and skills in subject program participants; reports and records.

EXAMPLES OF DUTIES: 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. Develops model curricula in designated fields of study as guides for education programs. Designs curricula for special needs for a special student group. 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 convicted youths or adult felons in institutional or community settings.

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; methods and techniques of curriculum development and educational program planning; the rules and regulations, policies and standards of the Department of Corrections and of the particular facility in which employed.

Skill/Ability to: management of a large staff of supervisors and highly skilled technician; oral and written communication; instruction of teaching and instruction of supervisory and associated staff in the specific methods and practices required in the program; analysis and evaluation of program effectiveness and progress.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be:

- Two years of teacher supervision or educational program management experience in a correctional program, equivalent to a Correctional Education Program Supervisor.
- 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 or school administrator by the Arizona Department of Education as required by the assignment.