

EDITED KSAPC LISTING

CLASS: ASSISTANT CHIEF OF EDUCATION, CORRECTIONAL PROGRAMS

NOTE: Each position within this classification may perform some or all of these tasks.

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of the principles, methods, and procedures of school organization and administration to oversee the administration of statewide correctional educational programs and other related programs.
K2.	Comprehensive knowledge of modern teaching theory and practice to provide direction and training to staff for the purpose of teaching inmates and youthful offenders in correctional institutions.
K3.	Comprehensive knowledge of academic, career technical subjects, and library programs and their place and value in a rehabilitative education program to ensure the efficient operation of the institution.
K4.	Comprehensive knowledge of the principles and techniques of personnel management in order to direct and manage human resources.
K5.	Advanced knowledge of the problems (e.g., attitudes, behaviors, etc.) involved in teaching students in correctional school programs to provide a safe and effective learning environment.
K6.	Comprehensive knowledge of the personal, emotional, and psychological characteristics and educational needs of the inmate and youthful offender population in order to provide resources to train staff in the varied teaching modalities and methodologies.
K7.	Comprehensive knowledge of classroom management strategies including special needs inmates and youthful offenders (e.g., mental health, mobility impaired, developmentally impaired, special education, etc.) for an effective learning environment and to ensure the safety and security of students and staff.
K8.	Advanced knowledge of modern principles and practices of correctional administration and criminology to be an effective member of the Departmental management team.
K9.	Comprehensive knowledge of the methods of budget, contract, and grant preparation to effectively request and manage operational resources, forecast expenditures and/or needs, and remain within budgetary authority.
K10.	Advanced knowledge of the Department's Equal Employment Opportunity (EEO) program objectives to ensure a work environment free from harassment and discrimination.
K11.	Advanced knowledge of a manager's/principal's role in the EEO program and processes available for managers to effectively meet those objectives.
K12.	Comprehensive knowledge of the administration of collective bargaining agreements and grievance handling in order to effectively oversee compliance of employee Memorandum of Understanding (MOU).

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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Knowledge of:	
K13.	Comprehensive knowledge of the principles of the department's labor-management relation's policies in order to assist in the labor negotiation process.
K14.	Comprehensive knowledge of the educational needs of the client population in order to provide appropriate educational programs and services.
K15.	Advanced knowledge of current technology for effective decision making in order to identify, plan, and incorporate technology in the delivery of educational services.
K16.	Comprehensive knowledge of multi-tiered systems of support and response for school intervention to effectively mentor school administrators.
K17.	Comprehensive knowledge of correctional operations (e.g., inmate movement, inmate work assignments, inmate classification, safety and security, etc.) in order to evaluate the effectiveness of the school and to provide recommendations for improvement/resolutions.
K18.	Comprehensive knowledge of designated assessment systems, testing integrity and security, as it relates to student learning needs in order to determine instruction.

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Skill in:	
S1.	Efficient problem solving at high levels of authority for statewide educational program impact to ensure quality education programs.
S2.	Interpersonal communication, tact, and assertiveness while interacting with other departmental staff and outside agencies to positively promote the interests of the Office of Correctional Education.
S3.	Critical thinking for the purposes of data analysis, problem solving, personnel and program assessment for effective education program management.
S4.	Writing documents (e.g., policies, procedures, budget concept statements, etc.), memoranda, emails, in accordance with Departmental standards for effective communication.
S5.	Conflict resolution to create a collaborative and cooperative work environment in order to improve educational services to offenders.
S6.	Organizing and managing large/small group activities for the purpose of increasing and enhancing educational services to offenders (e.g., creating policy, obtaining support, reviewing curriculum, etc.).
S7.	Leading and mentoring school administrators to develop their vision for promoting a school culture emphasizing student learning and success.
S8.	Troubleshooting various computer data entries in various electronic programs for the purposes of assessing school effectiveness.

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Ability to:	
A1.	Plan, organize, and manage academic, career technical, library, and other related programs (e.g., recreation, media, etc.) for statewide correctional institutions to ensure that quality services are provided to inmates and youthful offenders.
A2.	Develop original and innovative approaches to correctional institution academic, career technical, library, and other related programs (e.g., recreation, media, etc.) to expand educational opportunities for inmates and youthful offenders.
A3.	Implement and maintain programs designed to meet the educational needs of inmates and youthful offenders.
A4.	Effectively apply interpersonal and communication techniques (e.g., written, oral, listening, etc.) to acquire and maintain the cooperation of internal/external stakeholders for effective operation.
A5.	Analyze situations accurately to resolve issues and recommend a course of action.
A6.	Secure the cooperation and interest of Federal, State, and local agencies in the academic and career technical training programs of a correctional facility to ensure continued funding and support.
A7.	Secure the respect and cooperation of institution staff and inmates/youthful offenders to ensure a safe and secure learning environment with quality educational services.
A8.	Establish and maintain cooperative relationships to promote educational programs for continued support and improvement.
A9.	Supervise and train staff to operate an effective education program.
A10.	Plan, organize, direct, and evaluate the work of others to operate an effective education program.
A11.	Effectively represent the Department's position on the collective bargaining agreements in order to assist in the labor negotiation process.
A12.	Interpret and apply collective bargaining agreements and effectively respond to employee grievances in order to adhere to employee MOU.
A13.	Effectively contribute to the Department's EEO guidelines to promote a work environment free from discrimination and harassment.
A14.	Effectively prioritize, track, and monitor progress to ensure project completion within established timeframes.

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Ability to:	
A15.	Effectively delegate tasks in order to ensure project completion within established timeframes.
A16.	Analyze written reports and electronic data to determine school and/or teacher effectiveness and identify areas of improvement.
A17.	Lead groups/committees for specific educational projects or program implementation for increased student success.
A18.	Promote a shared vision of education with others that gains commitment and involvement toward a collaborative culture by which students achieve their fullest potential.
A19.	Identify potential programming problems and design processes and procedures to correct said problems.
A20.	Develop, plan, and implement professional development to improve school site leadership and classroom instruction.
A21.	Utilize a variety of computer programs for the purpose of data analysis, program review, budget analysis, etc. in order to ensure fiscal responsibility and effective program operations.
A22.	Maintain a valid California driver's license in order to travel long distances to areas of responsibility.
A23.	Adhere to the policies regarding fire and life threatening situations while working in a correctional institution.
A24.	Quickly assess and respond to situations in order to resolve time sensitive matters.

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Personal/Physical Characteristics:	
PC1.	Must be able to be ethical, maintain confidentiality, and display good judgment in decisions that affect personnel and resources (e.g., EEO, disciplinary, hiring, etc.).
PC2.	Must model professional behavior at all times, consistent with the mission of the Department and the California Commission on Teacher Credentialing.
PC3.	Must demonstrate initiative in fulfilling duties and responsibilities.
PC4.	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (e.g., physical, mental, and emotional, etc.) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.
PC5.	Maintain good hygiene and professional appearance (e.g., dress attire, grooming, and stature, etc.).

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