

## EDITED KSAPC LISTING

**CLASSIFICATION:** Supervisor of Correctional Education Programs

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

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of the principles, methods, and procedures of school organization and administration and ability to apply them to the educational program of a correctional facility.
K2.	Comprehensive knowledge of modern teaching theory and practice to provide direction and training to staff.
K3.	Comprehensive knowledge of the problems and challenges (i.e., attitudes, behaviors and cultures) involved in teaching students in correctional school programs to provide a safe and effective learning environment.
K4.	Extensive knowledge of academic and vocational programs and their place and value in a rehabilitative education programs to ensure the efficient operation of the education program.
K5.	General knowledge of Federal education grants and procedures to obtain, manage and expend supplemental funding to support education programs
K6.	General knowledge of the principles and techniques of educational and vocational counseling to provide assistance in the selection of appropriate education programs for students.
K7.	General knowledge of modern principles and practices of correctional administration to be an effective member of the facility's management team.
K8.	Comprehensive knowledge of the principles of effective supervision and personnel management practices in order to manage all aspects of the educational programs.
K9.	<b>Basic knowledge of the legal requirements and procedures for law library(s) within a correctional facility to comply with court mandates.</b>
K10.	Comprehensive knowledge of the methods of budget preparation to effectively request and manage operational resources, forecast expenditures/needs and remain within budgetary authority.
K11.	Basic knowledge of the department's Equal Employment Opportunity (EEO) objectives and processes available for managers to effectively meet those objectives.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Plan, organize, and manage staff in the academic, vocational and library programs in a State correctional facility to ensure that quality services are provided.
A2.	Implement, monitor and adapt courses of study designed to meet the educational needs of students.
A3.	Effectively apply interpersonal and communication techniques (e.g., written, oral, listening, etc.) to secure and maintain the respect and cooperation of other (e.g., Federal, State and local agencies, staff, students/youthful offenders/inmates, etc.).
A4.	Analyze situations and data correctly to develop and adopt an effective course of action in the management of educational programs.
A5.	Effectively contribute to the department's Equal Employment Opportunity (EEO) objectives to create and maintain a fair and equitable work environment.
A6.	Supervise the administration, interpretation and security of all appropriate and required testing instruments (e.g., educational, psychological, aptitude, etc.).
A7.	Maintain fair and firm discipline necessary for the operation of an effective education program.