

EDITED TASKS LISTING

CLASSIFICATION: Supervisor of Correctional Education Programs

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

Task Statements	
1.	Manages the total educational program of a State correctional adult school or juvenile high school to ensure quality services are provided to students utilizing departmentally approved curricula and other available resources on a daily basis.
2.	Reviews evidence based research practices and implements courses of study and training programs to assist in the education and rehabilitation process of students utilizing various resources (e.g. teaching methodologies, best practices, job market analysis, State Model Curriculum Standards, Trade Advisory Committees, etc.) as necessary.
3.	Reviews programs for the special needs of the adult population (e.g., developmental disability program, disability placement program, etc.) to ensure compliance with court orders, departmental policies and other appropriate regulations utilizing laws, rules and court orders, etc., as required.
4.	Implements programs for the special needs of the adult population (e.g., developmental disability program, disability placement program, etc.) to ensure compliance with court orders, departmental policies and other appropriate regulations utilizing laws, rules and court orders, etc., as required.
5.	Consults with Central Office and institutional managers, employees, control agencies, and other varied and/or sensitive/complex educational matters to resolve issues, provide information, options and/or recommendations etc., using interpersonal skills based upon knowledge of policies and procedures, etc. as needed.
6.	Manages the department's progressive disciplinary process for education staff by taking preventive and/or corrective action up to and including recommendation of adverse action to improve performance of employees utilizing training, staff development and progressive disciplinary procedures, Employee Assistance Program (EAP) and other resources, per approved regulations, contractual agreements, policies, and procedures as needed.
7.	Implements the department's progressive disciplinary process for education staff by taking preventive and/or corrective action up to and including recommendation of adverse action to improve performance of employees utilizing training, staff development and progressive disciplinary procedures, EAP and other resources, per approved regulations, contractual agreements, policies, and procedures as needed.
8.	Visits classes/programs and confers with staff and students to improve the methods and techniques and quality of service delivery to students utilizing classroom observation, review of student performance, evidence based practices, etc., in accordance with the education program mission on an on-going basis.
9.	Monitors classes/programs and confers with staff and students to improve the methods and techniques and quality of service delivery to students utilizing classroom observation, review of student performance, evidence based practices, etc., in accordance with the education program mission on an on-going basis.
10.	Evaluates classes/programs and confers with staff and students to improve the methods and techniques and quality of service delivery to students utilizing classroom observation, review of student performance, evidence based practices, etc., in accordance with the education program mission on an on-going basis.

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11.	Interviews and counsels students to provide information about available educational and vocational opportunities utilizing interpersonal skills, knowledge, experience and various resources, per approved regulations, policies and procedures, as requested.
12.	Directly or indirectly serves as a member of various multi-disciplinary committees to assess student/offender educational needs and recommend education program placement utilizing assessment results, educational records, input from the student and other available information, per departmental policy and procedures, on an on-going basis.
13.	Analyzes student performance data to determine the effectiveness of the current academic and vocational programs utilizing database/manual systems and reference materials based on knowledge, experience and training, per departmental policy and procedures, on an on-going basis.
14.	Assists in the planning and supervision of the physical education/recreational programs for the adult programs to provide meaningful sport and leisure activities utilizing various equipment, aids and/or processes, per departmental policy and procedures, on an on-going basis.
15.	Prepares effective written documents for management, staff, students, and others utilizing a variety of tools, equipment, aids, and /or processes per State and Federal law and departmental policy and procedures as appropriate.
16.	Maintains accurate records for historical data, management systems (e.g., supervisory files, budget tracking systems, credential files, memoranda, etc.) utilizing various tools, aids, equipment, and/or processes per departmental policy and procedures on an on-going basis.
17.	Participates in the development review of Budget Concept Statements, Budget Change Proposals, Schedule 9's, Schedule 6's, grant documents and other budget requests to obtain approval and secure funding for program development, necessary equipment, staffing, services, etc., utilizing various resources, per departmental policy and procedures, as needed.
18.	Reviews, develops, implements and monitors programs, for the special needs of the youthful offenders [e.g., special education, English language learners, Americans with Disabilities Act (ADA), etc.] utilizing various resources (i.e., research based programs), as required by State and Federal law and departmental policy and procedures.
19.	Provides on-the-job training and staff development on educational and institutional programs, policies and procedures, etc. to ensure effective and consistent practices utilizing various resources interpersonal skills, as per departmental policies and procedures, on an on-going basis.
20.	Implements adopted curriculum ensuring effective training activities for each curricula area using various resources per departmental policies and procedures as needed.
21.	Provides complete and accurate status reports to Central Office managers on a monthly basis and as requested to ensure program accountability utilizing adopted departmental formats, per departmental policies and procedures.

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22.	Reviews curricula and instructional program implementation to ensure program alignment with the department's adopted curriculum standards using curriculum guides, lesson plans, syllabi, and other resources, as required.
23.	Assists in the development and/or implementation of pilot projects to test their effectiveness and validity utilizing appropriate resources and material as needed.
24.	Represents the department in formal and informal settings, regarding educational matters at meetings, conferences, hearings, etc., as needed and/or upon request.
25.	Maintains security of work areas and materials in the performance of daily activities and to prevent escape or injury by incarcerated individuals to themselves, others, or to property utilizing various resources (e.g., interpersonal skills, heightened awareness of the surroundings, knowledge, various alarm systems, etc.) as dictated by departmental policy.
26.	Supervises staff in the administration and security of all educational testing (e.g., Comprehensive Adult Student Assessment System, Test of Adult Basic Education, General Education Development, Standardized Testing and Reporting, California High School Exit Exam, etc.) to ensure compliance with testing procedures, per Federal and State departmental policy, on an on-going basis.
27.	Reviews, investigates, and/or responds to youthful offender/inmate appeals to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc. on an on-going basis.
28.	Responds to formal and informal staff grievances to resolve issues, provide information, and make recommendations in compliance with Federal and State laws, rules, and regulations, departmental policies and procedures, as needed.
29.	Manages the educational budget by monitoring, tracking, prioritizing and authorizing expenditures to ensure fiscal accountability in accordance with departmental fiscal policy and processes on an on-going basis.
30.	Evaluates employee performance utilizing the employee appraisal process to ensure performance objectives/standards are met as required by State laws and departmental policies, on an on-going basis.
31.	Supports department-wide mandates concerning Equal Employment Opportunity (EEO), ADA, and other personnel practices as defined by regulatory agencies and established guidelines/policies to ensure compliance, on an on-going basis.
32.	Participates in the development of local and statewide education policies and/or procedures utilizing appropriate resources under the direction of departmental management and/or control agencies, as needed.
33.	Provides professional developmental to all education staff to improve program effectiveness and increase student achievement utilizing workshops, conferences, contract trainers and subject matter experts, etc., based on educational needs and as required by departmental policies, on an on-going basis.
34.	Participates in the recruitment, selection, and hiring process in accordance with the State Personnel Board rules and regulations, California Commission on Teacher Credentialing, and departmental policies and procedures utilizing Office of Workforce Planning, advertisement, career fairs, etc., as needed.

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35.	Serves as a member of the institution's executive team to advise on educational matters, resolve issues, provide information, options, and/or recommendations, etc., using policies, procedures, interpersonal skills, knowledge, etc., per departmental policy, as needed.
36.	Provides the direction and resources to facilitate the school accreditation process and prepares for compliance reviews and other State and Federal reviews to ensure program accountability and compliance utilizing Western Association of Schools and Colleges, coordinated compliance review, Special Education verification review, Federal grant program reviews and corrective action plans, etc. based on Federal and State requirements and departmental policy, as mandated.
37.	Manages personnel and fiscal resources to maximize utilization of resources and address program needs (e.g., personnel years, vacation, sick and other leave usage, utilization of space, equipment, expenditures, etc.) through expenditure tracking, position control, Strategic Plan, etc., per departmental policy and mission, on an on-going basis.
38.	Collaborates with institutional management teams to identify and remove barriers, to ensure students have full access to attend educational programs in order to meet student educational goals, utilizing student absence tracking systems and other documentation, as required by Federal and State laws, court mandates and departmental policy, on an on-going basis.
39.	Implements and monitors traditional and alternative education programs and service delivery to provide an effective program supported through textbooks, ancillary materials, technology and other media (e.g., television, close circuit, computers, etc.) utilizing various resources, per departmental policy and procedures, on an on-going basis.
40.	Analyzes historical and trend data (e.g., student assessment, school achievement, budget documents, waiting lists, etc.) to determine resource allocation, identify staff development needs and create/update school plans, etc., to increase program effectiveness, as directed by the central office managers.
41.	Participate in the development of the site education program budget, in collaboration with business managers to meet education program goals and ensure fiscal accountability, utilizing state budget processes and agency resources, as directed by the Superintendent of Education.