

CORRECTIONS EDUCATION DIRECTOR

KIND OF WORK

Managerial consultative and coordinative work involving institutional educational programs within the Department of Corrections.

NATURE AND PURPOSE

An employee in this class is responsible for the coordination and evaluation of educational programs conducted by the Department of Corrections. This employee will be responsible for the articulation of educational philosophies and objectives and the relationship between educational programs and the overall treatment program. The scope of this employee's responsibilities extends to programs of academic and vocational instruction as well as in-service training offered to departmental educational staff. In fulfilling these areas of responsibility, this employee will be accountable for the effectiveness of technical programs, and for the efficient utilization of department-wide educational resources. The employee acts as a liaison between the correctional institutions, State Department of Education and the public schools systems to facilitate the successful re-entry of institutionalized youth. This employee is afforded wide latitude in carrying out his assigned duties and responsibilities with work subject to general review by the Special Projects Director primarily in terms of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Serves as consultant to departmental personnel in all educational matters.

Reviews and coordinates efforts of departmental educational personnel in the development of new programs to insure consistency with established educational and treatment goals.

Develops and maintains a system for the evaluation of the appropriateness and effectiveness of education programs in the correctional institutions to insure they meet the needs of institutionalized adults and youth.

Identifies areas of needed in-service training for educational staff members and develops programs accordingly.

Develops standard and policies for institution educational programs relating to results expected, course content, accreditation of staff, etc.

Serves as a liaison between the Department of Corrections and other public and private agencies in matters pertaining to education.

Assists in the recruitment, selection and review of educational staff members.

Coordinates programs to utilize public school and other resources outside the department to achieve departmental educational objectives.

Compiles, maintains and distributes research and other pertinent information relating to educational programs for institutionalized persons.

Keeps abreast of the latest trends and developments in correctional education programs on a nationwide basis.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of educational processes and programs.

Considerable knowledge of the Department of Corrections philosophies, goals, and objectives.

Considerable knowledge of modern research techniques.

Considerable knowledge of overall departmental programs and operations and their relationship to the educational programs.

Ability to:

Analyze and evaluate the effectiveness of educational programs in relationship to the overall treatment program.

Est.: 11/10/71
Ckd.: 8/92

T.C.: 05/03
Former Title(s): Corrections Education
Coordinator