

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Director III, Adult Correction Education Department

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Student Programs and Services, plan, organize, control and direct the Adult Correctional Education Department and related educational programs, services and activities contracted by the County Office; coordinate and direct personnel, resources, curriculum, communications, information, budgets and fiscal functions to meet Program needs and enhance the learning and achievement of parolees; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Adult Correctional Education Department and related educational programs, services and activities contracted by the County Office; establish and maintain State-wide Project time lines, priorities and scope of services; assure related activities comply with contracted program outcomes and established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct personnel, resources, curriculum, communications, information, budgets and fiscal functions to meet the Adult Correctional Education needs and enhance student learning and achievement; direct the development and implementation of State-wide CDCR Contracts programs, activities, goals, objectives, plans, strategies, standards, processes and procedures for parolees transitioning from State prison.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; direct the recruitment, hiring and training of Project staff.

Develop and prepare the annual preliminary budget for the State-wide Adult Correctional Education Department, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources; negotiate, develop and maintain grants, and contracts between the CDCR and County Office.

Monitor and evaluate the Adult Correctional Education Department services to determine educational and financial effectiveness, program performance and operational efficiency; monitor progress of services towards meeting contracted outcomes and Department objectives; direct the development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of the Adult Correctional Education Department.

Plan, organize, control and direct the development and implementation of training and staff development activities for Adult Correctional Education Department Principals, teachers and others concerning Adult Correctional Education services and related educational principles, theories, standards, guidelines, requirements, practices, procedures and techniques; develop and implement the annual staff development plan for teachers.

Assure adequate personnel, instructional materials and resources to meet State-wide Adult Correctional Education Department needs; monitor staffing needs and initiate recruitment activities as appropriate; coordinate and direct the purchase and inventory of instructional supplies for State-wide Project classrooms.

Direct and participate in the development and implementation of the Adult Correctional Education Department curriculum standards for various subject areas such as literacy, math, substance abuse education, life skills, employability and transitions; coordinate activities and personnel to enhance teacher understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies.

Coordinate and direct communications, services, correspondence and information between teachers, administrators, the CDCR, law enforcement agencies, outside organizations and others; establish and maintain partnerships with State and outside agencies to facilitate and enhance resources and support for Adult Correctional Education Department services; assure proper and timely resolution of the Adult Correctional Education Department issues and conflicts.

Provide consultation and technical assistance to personnel, teachers, administrators, outside agencies and the public concerning the Adult Correctional Education Department services; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related standards, requirements, practices, techniques, laws, codes, regulations, policies and procedures.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, students, outcome, personnel, financial activity, budgets, accountability, inventory and assigned duties; assure mandated reports are completed in accordance with established requirements and time lines; approve and oversee the processing and evaluation of various Project forms and documents.

Maintain current knowledge of educational methods, practices and standards related to the Adult Correctional Education Department and related laws, codes, regulations, policies and procedures; modify State-wide programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the Associate Superintendent, Student Programs and Services regarding State-wide Adult Correctional Education Department needs, services and activities; assist in formulating and developing related policies, procedures and programs.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including projectors, computers and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning Adult Correctional Education Department programs, services, operations and activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the State-wide ADULT CORRECTIONAL EDUCATION DEPARTMENT Project and related educational programs, services and activities contracted by the County Office.

Comprehensive organization, activities, goals and objectives of the State-wide ADULT CORRECTIONAL EDUCATION DEPARTMENT Project. Curriculum standards, requirements, interpretation and application in ADULT CORRECTIONAL EDUCATION DEPARTMENT Project classrooms and educational activities.

State standards and requirements governing the ADULT CORRECTIONAL EDUCATION DEPARTMENT Project.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of parolee students.

Instructional techniques and strategies related to adult education.

Principles, practices and procedures involved in the development and implementation of CDCR Project programs, services, goals, objectives, plans, strategies, standards, processes and procedures.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the State-wide Adult Correctional Education Department and related educational programs, services and activities contracted by the County Office.

Coordinate and direct personnel, resources, curriculum, communications, information, budgets and fiscal functions to meet Adult Correctional Education Department needs and enhance the learning and achievement of parolees. Supervise and evaluate the performance of assigned personnel.

Direct the development and implementation of State-wide Adult Correctional Education Department programs, services, activities, goals, objectives, plans, strategies, standards, processes and procedures. Establish and maintain Project time lines, priorities and scope of services provided for parolees. Direct the development and implementation of training and staff development activities. Negotiate, develop and maintain grants, and contracts between the CDCR and County Office. Assure adequate personnel, instructional materials and resources to meet State-wide Project needs. Direct and participate in the development and implementation of Adult Correctional Education Department curriculum standards. Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment. -

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and five years administrative experience working with educational programs and services including two years working with correctional programs.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.