

EDITED TASKS LISTING

CLASSIFICATION: Supervisor of Academic Instruction (Correctional Facility)

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

| Task Statements | |
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| 1. | Supervises the academic and/or educational program of a state correctional adult school or juvenile high school to ensure quality services are provided to students through instructional leadership, by implementing the departmentally approved education programs and by utilizing the adopted curriculum on a daily basis. |
| 2. | Reviews course content and training materials to aid in the education and rehabilitation process of students utilizing (e.g., evidence based teaching methodologies, California Department of Education Curriculum Standards, and student assessment results/scores), as necessary. |
| 3. | Supervises the delivery and use of course content and training materials to aid in the education and rehabilitation process of students utilizing (e.g., evidence based teaching methodologies, California Department of Education Curriculum Standards, and student assessment results/scores), as necessary. |
| 4. | Consults with appropriate stakeholders to resolve issues, provide information, and/or propose options and recommendations (e.g., education mandates, departmental policies and procedures, safety and security), utilizing the departmentally approved program, policies and procedures, as needed. |
| 5. | Takes action to improve performance of employees utilizing professional development, performance evaluations, corrective and disciplinary procedures, per approved State and Federal regulations on an ongoing basis. |
| 6. | Oversees classes/programs to confer with facility and students to evaluate and improve methods and techniques of providing services to students utilizing standard evaluation procedures (e.g., evidence based practices, course syllabi, and professional standards), on an ongoing basis. |
| 7. | Supervises staff in the delivery of educational support services to students in order to meet the individual student's educational needs and to ensure compliance with all Federal, State and departmental mandates, on an ongoing basis. |
| 8. | Serves as an administrator or team member on a variety of multidisciplinary committees to evaluate individual student need and recommend educational programs utilizing assessments and educational records, on a regular basis. |
| 9. | Analyzes student progress utilizing data-based decision making to provide program accountability while determining the effectiveness of the educational program, as required. |
| 10. | Prepares accurate and effective communication documents (e.g., memos, reports, proposals, etc.) for management, staff, and others utilizing current technology and software, in order to create and maintain effective two-way communications, as appropriate. |

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| 11. | Complies/maintains accurate records to monitor school operations, educational outcomes, budget and expenditures, etc. utilizing current technology and software, filing systems, support staff, etc. in order to maintain compliance and demonstrate program effectiveness, as needed. |
| 12. | Participates in the development, review and expenditure of funds related to budget and grant requirements utilizing various data and provides reports/updates to the principal, as necessary. |
| 13. | Participates in the management of the education budget by making recommendations regarding the prioritization, tracking and monitoring of expenditures in accordance with Federal, State and departmental fiscal policy on an on-going basis. |
| 14. | Assists in the implementation of approved pilot projects to test their effectiveness and validity utilizing departmental approved resources and materials under the direction of the Supervisor of Correctional Education Programs (SCEP)/Principal, as warranted. |
| 15. | Oversees/supervises the conduct of faculty, staff and inmates/youthful offenders in order to maintain security of work areas and materials, and prevent escape or injury by inmates/youthful offenders to themselves, others or property as dictated by the department policy and procedures, by personal observation, reviewing reports and effective communication. |
| 16. | Creates/maintains a professional learning community and deals with problematic behaviors as dictated by department policies and procedures on an ongoing basis. |
| 17. | Supervises faculty and staff in the administration and security of all standardized testing using the required testing protocols and procedures in order to ensure assessment results are valid on an ongoing basis. |
| 18. | Provides supervision of institutional/school library programs to comply with court mandates, education code, and departmental regulations on a daily basis. |
| 19. | Reviews, investigates, and/or responds to inmates/youthful offender appeals and/or grievances to resolve issues, provides information, and make recommendations in compliance with Federal and State laws, court mandates, departmental policies and procedures, on an ongoing basis. |
| 20. | Evaluates faculty and staff in order to ensure performance objectives/standards are met utilizing the individual development plan as required by the departmental policies and procedures, on an ongoing basis. |
| 21. | Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO) mandates, and other personnel practices as defined by regulatory agencies and established guidelines/policies on an ongoing basis. |
| 22. | Responds to faculty and staff grievances to resolve issues, providing information, and make recommendations in compliance with Federal and State laws, rules, and regulations, departmental policies and procedures, as needed. |

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| 23. | Communicates in a professional and effective manner with others utilizing tact and interpersonal communication skills to establish and maintain effective working relationships in all situations on an on-going basis. |
| 24. | Assists the Principal in the recommendation, coordination and/or formulation of professional development utilizing workshops, and conferences, on an on-going basis. |
| 25. | Facilitates training opportunities that includes coaching/mentorship to faculty and staff to ensure professional development and/or new employee orientation using regular faculty meetings, professional learning communities and/or one-on-one sessions, on an on-going basis. |
| 26. | Provides and/or coordinates faculty and/or staff with professional development on assessments/identification instruction methods and strategies/techniques to support students with special needs in compliance with State and Federal laws, court mandates and regulations on an on-going basis. |
| 27. | Participates in interviews, conducts appropriate reference checks, evaluates and recommends candidates to fill identified vacant positions in accordance with California Department of Human Resources (CalHR) laws rules and regulations and departmental policies and procedures, as needed. |
| 28. | Represents the department regarding educational matters at meetings, conferences, hearings, etc., as needed. |
| 29. | Provides direction and resources to the faculty and staff in order to facilitate the school's accreditation process, site reviews and audits using the approved tools, as required. |
| 30. | Assists the Principal in coordinating the education program with other institution activities to ensure compliance with education mandates in order to avoid possible litigation by resolving operational conflicts, as necessary. |
| 31. | Assists the Principal in planning and conducting assembly/graduation and/or other programs to disseminate information, recognize achievement, utilizing organizational and motivational techniques, knowledges, experience, etc., as needed. |
| 32. | Monitors the ordering and tracking of equipment, instructional materials and supplies through the procurement process to facilitate the operation of educational programs utilizing the Business Information System (BIS), and the procurement process, as required. |

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| 33. | Monitors inventory (e.g., equipment, instructional materials, supplies, etc.) for grant requirements and to facilitate the operation of educational programs utilizing the procurement process, local databases, and classroom inventories, as required. |
| 34. | Assists staff in the implementing regular and alternative education programs utilizing direct instruction, correspondence coursework, institutional television distribution, as needed. |
| 35. | Collaborates with institutional management staff teams to ensure that students have access to educational programs in order to meet Federal and State laws, court mandates, by monitoring student attendance tracking systems on a daily basis. |
| 36. | Assists in managing personnel and fiscal resources to ensure program needs are met (e.g., personnel years, vacation and sick leave usage, utilization of space, equipment, expenditures, etc.) utilizing expenditure tracking, position control, Strategic/Master Plan, etc., on an on-going basis. |
| 37. | Serves as the administrator at various student centered meetings (e.g., Student Consultation Team, Individual Education Plan, Language Assessment Team, etc.) to ensure the regular and special needs of students are met utilizing professional knowledge, interpersonal communication skills, knowledge of regulations and procedures, etc. on an on-going basis. |