

EDITED KSAPC LISTING

CLASSIFICATION: Supervisor of Vocational Instruction

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

KSAPC Statements	
Knowledge of:	
K1.	Basic knowledge of the principles, methods, and procedures of school organization and administration in order to apply them to the educational program.
K2.	Basic knowledge of the principles and practices of current teaching methodology to provide direction and training to staff.
K3.	Basic knowledge of the principles and practices of classroom management as it relates to the instructional and behavioral issues of teaching students to provide a safe and effective learning environment.
K4.	Basic knowledge of the principles of effective supervision, leadership, and personnel management practices including the recruitment and hiring of staff and overseeing evaluating and directing the work activities of employees.
K5.	Basic knowledge of the principles of Equal Employment Opportunity (EEO) in order to train, plan, organize, and direct staff and ensure workplace compliance with Federal and State laws, rules, and regulations (e.g., sexual harassment prevention, etc.)
K6.	Basic knowledge of the Americans with Disabilities Act (ADA) and its application in order to train, plan, organize, and direct staff and ensure workplace compliance with Federal and State laws, rules, and regulations, and court mandates.
K7.	Basic knowledge in the role of education programs in the rehabilitative efforts of incarcerated students in order to successfully transition the students back into society.
K8.	Basic knowledge of leadership and management principles in order to effectively supervise faculty and staff.
K9.	Basic knowledge of Federal education grants and procedures to obtain and expend supplemental funding to support education programs.
K10.	Basic knowledge of principles and practices of alternative education in order to be an effective member of the education department supervisory team.
K11.	Basic knowledge of education funding sources and general procurement processes in order to ensure continued operations and compliance with budgetary requirements.
K12.	Basic knowledge of the requirements and procedures for physical education and recreation operation in order to effectively manage operational needs and ensure education code requirements are met.
K13.	Basic knowledge of applicable sections of the State Education Code and other applicable laws (court mandates, Special Education Law, labor relations agreements, etc. to govern the operation of adult education and/or juvenile justice school programs.
K14.	Basic knowledge of record keeping in order to maintain accurate records and to ensure compliance with State and Federal laws, rules and regulations and court mandates and accountability of education programs, etc.

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Knowledge of:	
K15.	Basic knowledge of safety and security measures required at correctional facilities in order to maintain a safe work environment.
K16.	Basic knowledge of how to plan and implement staff development for professional growth.
K17.	Basic knowledge of procedures in order to train, correct, and direct staff in meeting job expectations.
K18.	Basic knowledge of school accreditation and program review processes to ensure compliance with Federal and State laws, rules and regulations governing education.
K19.	Basic knowledge of administering educational tests to determine student placement and/or achievement, etc.
K20.	Basic knowledge of research principles and techniques in order to research a wide variety of resources/data, etc.
K21.	Basic knowledge of current instructional leadership practices.

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<i>Ability to:</i>	
A1.	Utilize current technology in order to enhance communication and maximize personal effectiveness.
A2.	Effectively coach, mentor and/or collaborate with faculty in integrating technologies into the classroom.
A3.	Communicate effectively with faculty and staff in written and verbal correspondence and to maintain professional nonverbal communication during personal interactions.
A4.	Create and/or maintain a professional learning community focused on teaching and learning.

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Skill to:	
S1.	Effectively lead and supervise staff in all education programs (e.g., academic, vocational, library, etc.) to ensure quality services are provided.
S2.	Plan, coordinate, and implement education programs to ensure program quality and student success.
S3.	Maintain records and prepare written documents to ensure accurate information and effective communication.
S4.	Analyze data (e.g., school achievement, etc.) and lead the staff in constantly studying, evaluating, and modifying current instructional practice to accelerate students' academic achievement.
S5.	Utilize effective communication techniques (e.g., written, oral) to provide information and obtain/maintain the cooperation of others (e.g., Federal, State, and local agencies, staff inmates/youthful offenders, etc.)
S6.	Research a wide variety of resources/data to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of the Supervisor of Academic Instruction (SAI).
S7.	Operate computerized equipment to maintain accurate records, generate correspondence and reports, etc.
S8.	Demonstrate time management skills including the ability to prioritize in order to effectively accomplish the Supervisor of Academic Instruction (SAI) duties.
S9.	Create and/or maintain cooperative working relationships during the course of the work in order to build staff morale, work effectively with co-workers and school administration, and effectively advocate for resources.
S10.	Utilize critical thinking, problem solving, and decision making skills in order to resolve various problems, make recommendations and take effective action.

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<i>Personal Characteristics:</i>	
PC1.	Demonstrate tact in order promote effective communication and professionalism.
PC2.	Demonstrate progressive leadership in order to improve current standards and incorporate new evidence based education programs.
PC3.	Maintain open-mindedness in all situations in order to provide high quality education programs and to find the best possible solutions to problems or obstacles.
PC4.	Demonstrate patience in order to maintain effective relationships with faculty, staff, and students.
PC5.	Maintain a neat professional appearance in order to represent the education programs appropriately.
PC6.	Demonstrate integrity in order to maintain credibility and ensure ethical decision making within the department, institution or facility.