

EDITED TASK LISTING

CLASS: ASSISTANT CHIEF OF EDUCATION, CORRECTIONAL PROGRAMS

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

Task Statements	
1.	Develop statewide policies and/or procedures specific to the general academic and career technical education programs and all other related programs to ensure standardization utilizing legislative mandates, United States Department of Education, industry standards, California Penal Code, and Departmental Operations Manual (DOM) under the direction of departmental management and/or control agencies, on a continuous basis.
2.	Monitor the total education program of a state correctional facility to ensure performance standards are implemented and quality education services are provided to inmates and youthful offenders utilizing the Departmentally approved curricula and other available resources DOM, Title 15, California Penal Code 2053.1, etc.), on a continuous basis.
3.	Develop standardized curriculum and assessment for academic and career technical education programs to ensure alignment to industry standards and approved core academic standards utilizing comparative analysis in accordance with the United States Department of Education's College and Career Readiness Standards, as needed.
4.	Provide direction and consultation to institution education administrators on the implementation of Departmental policy and procedures for standardization of educational programs through various communication methods (e.g., site visits, statewide training, conference calls, memoranda, etc.) under the direction of California Penal Code 2053.4, on a continuous basis.
5.	Take and recommend corrective action to improve performance of employees utilizing training, the Departmental progressive disciplinary procedures, etc., under the direction of DOM and Title 15, as needed.
6.	Prepare effective written documents (e.g., memoranda, spreadsheets, various reports, etc.) for management, staff, inmates, youthful offenders and others to provide information on education related issues utilizing a variety of research methods under the direction of the Superintendent, as appropriate.
7.	Maintain accurate electronic records for historical data and management systems to substantiate and support decisions regarding personnel and educational programs (e.g., budget spreadsheets, monthly reports, assessment results, salary range changes, memoranda, etc.), under the direction of the Superintendent, on a continuous basis.
8.	Oversee staff compliance to ensure education credentials are maintained for compliance with California Department of Human Resources (CalHR) classification specifications utilizing the California Commission on Teacher Credentialing guidelines, on a continuous basis.
9.	Develop, and review Budget Concept Statements, Budget Change Proposals, contracts and grant documents to obtain approval and secure funding for necessary equipment, staffing, services, etc., utilizing various resources (e.g., Legislative mandates, cost analysis worksheets, equipment needs surveys, etc.) under the direction of the Superintendent, as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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10.	Participate in the implementation and management of educational budgets and contracts through the Department's electronic databases by developing, tracking, prioritizing expenditures and distributing allocations to ensure compliance with departmental fiscal policy under the direction of the Superintendent Programs and in collaboration with the Budget Management Branch, on a continuous basis.
11.	Provide professional development training to appropriate staff on various aspects of school operations and departmental policies and procedures, to ensure appropriate implementation of educational programs using various resources (e.g., professional teaching organizations, local agencies, Departmental resources, national organizations, etc.) under the direction of the Superintendent, as needed.
12.	Utilize expertise and knowledge to participate in various statewide committees to provide information for the development of training, education program and court monitored implementation, labor negotiations, innovative programming, etc., utilizing various resources [e.g., Memorandum of Understanding (MOU), legislative/court mandates, etc.] under the direction of the Superintendent, as required.
13.	Coordinate the institution's library/law library programs to ensure offender access to legal, reference, and leisure materials utilizing observations, quarterly reports, purchasing documents, inmate correspondence etc. to comply with DOM and Title 15, on a continuous basis.
14.	Represent the Department, in formal or informal settings (e.g., meetings, conferences, hearings, etc.), regarding educational matters to obtain information and/or represent the interest of the Department utilizing interpersonal skills, professionalism, knowledge, personal expertise, etc., under the direction of the Superintendent Programs, as required.
15.	Analyze results of data collection on existing academic, career technical, and other related programs and recommend changes to provide improvements and policy direction for the educational programs and teaching environment utilizing various electronic sources under the direction of the Director of Rehabilitative Programs, on a continuous basis.
16.	Correlates the education programs with individual inmates' departmental treatment goals in order to provide the necessary educational services by participating in the institutions interdisciplinary treatment teams in accordance with the Department's mental health policies and procedures, as needed.
17.	Coordinates activities with other jurisdictions to ensure departmental participation in special programs subject to grants or supplemental funding in order to provide educational and other rehabilitative services for inmates and youthful offenders utilizing required reports, data collection, site visits, proof of staff development, etc. in accordance with the parameters of the grants, on a continuous basis.

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18.	Prepare agendas and make arrangements for meetings and conferences for designated education staff in order to provide professional development on various aspects of school operations and Departmental policies and procedures, utilizing interpersonal skills and various resources (e.g., policies, procedures, etc.) under the direction of the Superintendent, as needed.
19.	Consult with institutional employees and managers, internal/external stakeholders, control agencies on varied educational matters to resolve issues, provide information, give direction, and/or make recommendations, utilizing interpersonal skills and various resources (e.g., policies, procedures, etc.) under the direction of the Superintendent, as needed.
20.	Analyze student data (e.g., program completions, student attendance, learning gains, etc.) to determine the effectiveness of the academic and career technical programs using key performance indicators, education monthly reports, various electronic sources etc., under the direction of the Director of Rehabilitative Programs, on a monthly, quarterly, and annual basis.
21.	Under the direction of the Superintendent, review and evaluate vendor proposals for curricula and instructional programs to ensure compliance with the Department's curriculum framework, United States Department of Standards, and expert panel recommendations utilizing Department of General Service guidelines, as needed.
22.	Facilitate the development and/or initiation of innovative pilot projects to test their effectiveness and validity prior to implementation utilizing appropriate resources (e.g., data collection systems, surveys, usage logs, error reports, etc.) and materials under the direction of the Superintendent and program mandates, as warranted.
23.	Oversee staff in the administration and security of all educational testing (e.g., high school equivalency, proficiency exams, etc.) to ensure compliance with testing policies and procedures utilizing site visits and review of operational procedures under the direction of the Superintendent, on a continuous basis.
24.	Organize and direct headquarters and field staff within the division of the Office of Correctional Education and/or Division of Juvenile Justice education department to achieve operational efficiency utilizing effective management skills, under the direction of the Superintendent, on a daily basis.
25.	Assist local institutions labor relations officers by providing information and making recommendations to resolve contractual and supervisory issues, utilizing DOM, MOU, Title 15, rules, regulations, policies, procedures, etc., under the direction of the Superintendent, as needed.

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26.	Supervise and evaluate headquarters and field staff within the division of the Office of Correctional Education and/or Division of Juvenile Justice education department to ensure performance objectives/standards are met by monitoring work assignments and behaviors in compliance with CalHR's policies, Title 15 and DOM, on a continuous basis.
27.	Assume managerial responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity, Americans with Disabilities Act, sexual harassment and other personnel practices to conform to the Federal and State mandates as defined by regulatory agencies under the direction of California Department of Corrections and Rehabilitation, as needed.
28.	Communicate in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in accordance with State and Federal policies and procedures, on a continuous basis.
29.	Facilitate the hiring process by participating on an interview panel, evaluating and recommending candidates to fill identified vacant position(s) utilizing experience, skills, and knowledge in accordance with CalHR rules and regulations, as needed.
30.	Serve as a member of the Superintendent Programs' management team regarding various educational matters to resolve issues, provide information, and/or make recommendations, utilizing experience, skills, knowledge, policies, procedures, etc. under the direction of the Superintendent Programs, as needed.
31.	Collaborate with other departments (e.g., Institutional Personnel Offices, Office of Workforce Planning, etc.) in the recruitment process to employ qualified staff utilizing Departmental policies and procedures and in accordance with CalHR rules and regulations, on a continuous basis.

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