

CITY OF TAFT

CLASS TITLE: CORRECTIONAL EDUCATION PROGRAMS COORDINATOR

SALARY RANGE 47.7

\$2053.93 - \$2496.57 Bi-weekly

BASIC FUNCTIONS:

This is a supervisory classification responsible for the organizational component(s) and programs/functions related to inmate educational programs and allied functions in the Taft Modified Community Correctional Facility (MCCF) in accordance with and assuring compliance with the contract between the City of Taft and the California Department of Corrections and Rehabilitation (CDCR). This position also performs all functions as a Correctional Programs Instructor providing inmate educational services through instruction of the educational and vocational programs for inmates, including individual and group training.

This position is responsible for the supervision and coordination of all inmate educational related services, and must work collaboratively with appropriate state and local officials, CDCR, Taft College and other Educational Institutions

SUPERVISION RECEIVED

Works under the general supervision of the Correctional Administrative Lieutenant or designee.

SUPERVISION EXERCISED

Program Instructors and other para-professional or clerical support classifications as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Coordinate and supervise staff, Educational programs of the Taft MCCF.
- Act as primary liaison with other agencies and City Administration, on matters relating to Inmate Education.
- Coordinate and collaborate with the California Department of Corrections and Rehabilitation (CDCR) and ensure compliance with all Educational Program related provisions of the Contract.
- Proactively respond to requests for information and audits. Implements corrective action plans when necessary and ensures all corrective actions are completed.
- Analyze and develop appropriate strategies to address compliance issues and related concerns.
- Acts as technical liaison to other agencies and educational providers.
- Makes presentations before various groups including commissions, boards, committees, task forces, and may participate in community events.
- Provides information and responses to City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and provides effective conflict resolution, as needed.
- Attends meetings and training and conferences; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Maintain a variety of work related files and records.
- Prepare, process, and file a variety of reports and correspondence.
- Coordinate and collaborate with Correctional Facility management staff and security officers to insure a safe and professional environment.
- Assists in assessing new arrivals with regards to educational needs and level of education for the appropriate placement of inmates.

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- Develops appropriate instructional materials and individualized study plans to meet inmate educational goals.
- Prepares lesson plans and course outlines.
- Teaches curriculum based on pre-release requirements, remedial instruction, adult basic education, and GED preparation; may also instruct and/or assist with curriculum development of vocational programs such as computers, woodshop, or other special programs and training components.
- Instructs through structured classroom settings and individual sessions, to provide inmates training specific to their needs.
- Utilizes guest speakers and other forms of creative instruction that will motivate the inmates to improve their educational level.
- Selects curricular materials to meet individual needs of inmates, assists them in achieving their educational goals and in career planning.
- Maintains accurate records to assess individual and group progress of inmates; prepares written reports as requested.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

At least (3) years of curriculum development and classroom teaching experience is desirable.

LICENSES AND OTHER REQUIREMENTS:

Incumbents must pass a POST background investigation.

Valid California Driver's License, or the ability to obtain and maintain one.

Possession of a valid State of California Teaching Credential.

Necessary Knowledge, Skills and Abilities:

Ability to establish effective working relationships with security staff and supervisors.

Ability to work effectively with inmates.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including appropriate educational software. Some positions require the use of machinery, equipment and tools for vocational education. Frequent use of telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.