

**CLASS TITLE: ASSOCIATE DIRECTOR OF EDUCATIONAL SERVICES
(CORRECTIONS)**

Class Code: 02853500

Pay Grade: 36A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, supervise and review the work and overall direction of programs, staff, educational facilities, students and activities under the jurisdiction of the Educational Services Unit. Responsible for the delivery of all Basic Literacy, Special Education, Adult Basic Education, Vocational Education, Post-Secondary, Educational Counseling, Library, Recreation and related ancillary services to the State's adult incarcerated population as mandated by State/Federal Regulations and the Rhode Island General Laws.

SUPERVISION RECEIVED: Works under the administrative direction of an Assistant Director and/or Department Director with considerable latitude for the exercise of initiative and independent judgment and Implements policy as developed by the Department's Director.

SUPERVISION EXERCISED: To plan, direct and supervise the work of a certified School Principal/Special Education Director and a State Department of Education certified full and part-time professional staff engaged in providing educational services, staff of Masters level Librarians and Clerical support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, supervise and direct work of an educational services unit in a state facility.

To plan, secure and develop and administer state and federal funds for the purpose of providing new and innovative instructional programs geared to meet the needs of incarcerated students and the community.

To develop policy and procedures for all staff and students in accordance with daily operation of education activities and participate in the establishment of long-range goals, governing policies and new programs for institutions.

To provide for all required services as dictated by state and federal regulations for Special Needs students who are twenty-one years of age and under as defined by the Individuals with Disabilities Education Act and Title One Compensatory Education for Neglected and Delinquent Youth.

To develop positions, recruit and make recommendations for hiring of all professional and other staff assigned to the Unit.

To be responsible for ensuring that the professional and technical personnel comply with federal and state regulations governing certification, qualification, training and performance.

To be responsible for the organization and scheduling of all educational programming in all facilities.

To provide for interface of all educational activity with other aspects and disciplines within a total correctional environment.

To develop Request for Proposals (RFP's) for program services, evaluate and make recommendations and provide effective oversight and accountability for all contract staff and vendors as the Contract Manager.

To identify and develop cooperative linkages with other community agencies, educational service providers, colleges and universities, and other human services agencies, thereby utilizing all available resources.

To provide a comprehensive General Educational Development (GED) testing program, secure maintenance of test materials and records and function as the program's Chief Examiner.

To be responsible for the security and maintenance of all education records and data.

To requisition all equipment, materials and supplies needed to provide overall services, and maintain a secure inventory.

To plan, supervise and direct the work of professional librarians, engage in the delivery of general library services and institutional law library services as prescribed by consent decree and federal law.

To provide on-going staff development and training opportunities for all staff.

To prepare recommendations for Meritorious Good Time (MGT) consistent with State Laws, specifically RIGL 42-56-26 and departmental policies and protocols.

To ensure that appropriate recreational activities are provided to the inmate population consistent with the safe and orderly operation of the institutions.

To exercise overall administrative responsibility for professional staff assigned to the Education Unit.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and objectives of curriculum planning including the development and use of instructional materials; the ability to plan, organize and supervise the work and activities of an administrative and teaching staff; engaged in the administration of Adult Correctional Institutions Education Program, knowledge of the provisions of the Rhode Island General Laws governing the legislation, policies, regulations and guidelines essential to carrying out correctional education responsibilities; the ability to plan and develop appropriate educational programs; knowledge of discretionary program management; the ability to communicate effectively orally and in writing in the preparation and submission of extensive reports and grant applications; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a master's degree in education; and

Experience: Such as may have been gained through: considerable employment in public or private education in an administrative capacity.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 29, 2002

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