

CLASS TITLE: DEPUTY SUPERINTENDENT PROGRAMS
(R.I. TRAINING SCHOOL FOR YOUTH) Class Code: 02567900
Pay Grade: 40A
EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Rhode Island Training School for Youth to be responsible for the administration and operation of the residential component in regard to the overall daily planning, development, direction and supervision of all residential personnel and programs; and to related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Superintendent with considerable latitude for the exercise of initiative and independent judgement; work is reviewed through consultation, observation and written reports; reports to the Superintendent the conformance or compliance of assigned personnel in regards to the institution's objectives, policies, instructions, directives, court orders, accreditation objectives and standards, and rules and regulations.

SUPERVISION EXERCISED: Supervises and evaluates all institutional staff engaged in providing supervisory custodial and recreational services; directly supervises Cottage Managers, Deputy Cottage Managers, Juvenile Program Workers, Clinical Social Workers, Substance Abuse staff, Treatment Team staff, and other support staff assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To coordinate all assignments made to and tasks performed by the Cottage Managers and other supervisory staff within the residential component.

To oversee the planning, developing, organizing, implementing, directing and evaluating of the overall residential component.

To be responsible for the care, custody and control of the residents in all units and facilities.

To provide training of residential component personnel to ensure the best possible care is provided to residents in accordance with their individual and collective needs.

To assure accountability in the upgrading with regard to quality performance of all residential staff.

To oversee the daily operation of all residential units within the institution.

To be responsible for the provisions of an effective delivery of a treatment plan for each resident.

To be responsible for the overall implementation of and maintenance of a substance abuse program with the residential units.

To be responsible for the educational program within the residential units for the residents who cannot be commingled with the general population.

To participate in the negotiations of labor contracts with the several bargaining units.

To be responsible for the interviewing and effective recommendation of potential employees within the Program Component.

To be responsible for the maintenance of order of staff within the Program, taking appropriate action, as necessary, up to and including disciplinary action.

To be responsible for the coordination of all on-call process.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of practices and techniques of residential, correctional care and the ability to apply such knowledge in the planning, development, direction, supervision, evaluation and improvement of services for adjudicated or non-adjudicated, wayward and delinquent youth within a residential setting; the capability to incorporated all services within an institution

involved in programs for the care, custody, and control of adjudicated and non-adjudicated youth; the ability to plan, organize, supervise, direct and coordinate the work of personnel within the residential component; a thorough knowledge of the principles and practices of residential management and the ability to apply such knowledge in the day-to-day operations of an institution; the ability to effectively communicate the purpose, needs and programs of the residential component to the community advisory committees, boards, courts and public and private agencies; the ability to develop and direct an in-service training program; the ability to maintain effective relations with superiors, subordinates, fellow administrators, parents, public and private agencies, the community at large; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's Degree from a recognized institution of higher learning in Social Work or in the Behavioral Science; and

Experience: Such as may have been gained through: employment in an administrative/managerial position within a public or private juvenile correctional facility;

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

Class Created: June 14, 1992

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