



## **DIRECTOR OF INMATE EDUCATION**

### **DEFINITION**

Under general direction, plans, develops, organizes, oversees, and manages the staff and of operations of Inmate Education modalities, in coordination with ancillary student services as needed. Oversees the operational planning, execution, and assessment of the Inmate Education program and systems, including training, recruitment, program development and promotion. Serves as the primary liaison with internal and external constituencies; provides complex and responsible support to an assigned Dean, Instruction in areas of expertise; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from an assigned Dean, Instruction. Exercises direct supervision over faculty, professional, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, coordinating, and directing staff, operations of Inmate Education. Positions at this level assume responsibility for administrative, long- and short-term planning, and budgeting; in addition they recommend and implement the programs, projects, goals, and policies and procedures of the functional area(s) to which they are assigned, ensuring alignment with the attraction, retention and academic success of students. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides district-wide leadership and coordination in support of the Inmate Education program, including modalities that may be developed, along with all associated staff and faculty scheduling and training.
- Plans, manages, and oversees the daily functions, operations, and activities of Inmate Education.
- Provides direct supervision of assigned Inmate Education staff and faculty.
- Investigates opportunities for program development, with an emphasis on Inmate Education.
- Manages program planning and operations including short and long-range goals and objectives, scheduling of faculty and facilities for instructional purposes as well as appropriate schedules, timelines, and enrollment issues.

- Collaborates with appropriate college departments in the development, marketing, advertising, and promotion of Inmate Education for both print and electronic formats.
- Recruits, orients, mentors, and participates in the evaluation of faculty for Inmate Education.
- Provides support to faculty, and facilitates ongoing faculty/student communications and interactions.
- Calculates and reviews course and instructor load and overload pay for accuracy within contract and legal guidelines. Provides timely information regarding teaching load allocation and use.
- Participates in the selection of, trains, motivates, and evaluates assigned staff; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Serves as the primary liaison between the Victor Valley Community College District Inmate Education program and the appropriate governmental corrections agency; works closely with local institutions to coordinate course scheduling, faculty, and other instructional services in support of inmate education.
- Collaborates with instruction and student services to research and implement best practices for Inmate Educational services.
- Responsible for assigned reports, program reviews, and regular evaluation of all areas under direct supervision, including working with the Accreditation Liaison Officer in the drafting of the substantive change report.
- Researches grant applications and oversees their implementation and management, preparing required grand funded narratives and expenditure reports within specified timelines.
- Interprets, articulates, implements, and monitors compliance with all regulations and policies for Inmate Education.
- Develops and manages annual operating budget.
- Maintains association with relevant professional organizations and activities.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Planning, organization and direction of designated operations, activities and services.
- Principles and practices of leadership.
- Curriculum standards, requirements, interpretation and application of Inmate Education programs and services.
- Instructional techniques and strategies related to Inmate Education.
- Principles of leadership, community college curriculum and instructional program development.
- Learning theory and community college student characteristics.
- Higher education in community colleges, including the mission of the California Community Colleges.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Applicable federal, state, and local regulatory codes, ordinances, policies and procedures relevant to assigned areas of responsibility, including but not limited to Title V regulations, California Education Code and California Community Colleges Chancellor's Office rules and regulations.
- Principles and practices of budget administration.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation and project management.

- Record-keeping techniques.
- Oral and written communication skills.
- Research and reporting methods, techniques, and procedures. District and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

**Ability to:**

- Plan, organize, control and direct designated operations, activities, programs and services of Inmate Education.
- Coordinate and direct communications, personnel, resources, curriculum, schedules and information to meet the instructional needs of Inmate Education and enhance the educational effectiveness of the Inmate Education program and services.
- Assist with educational planning and program development in accordance with the missions, goals and objectives of the College and Program.
- Plan and organize tasks relevant to program needs.
- Train, supervise and evaluate the performance of assigned personnel.
- Relate effectively with a wide diversity of students, faculty, personnel and community members.
- Communicate effectively both orally and in writing with students, faculty, personnel and outside agencies and representatives and relate well to the College community and students.
- Develop consensus-building skills.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious and cultural backgrounds of community college students.

**Education and Experience:**

Education:

- Master's degree from an accredited college or university with major coursework in education, student services, human services, business, public administration or another related field.

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Experience:

- Three (3) years increasingly responsible professional level experience in administering comprehensive Inmate Education programs and/or related programs including program evaluation and budget management, one (1) year of which must have been in a leadership capacity.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a vehicle to attend meetings and visit sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.