

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINCIPAL, Parolee Education Program-

BASIC FUNCTION:

Under the direction of the Director III, plan, organize, control and direct the Parolee Education Program, CDCR Contracts and related educational programs, services and activities provided for parolees in classrooms at designated sites of an assigned region; coordinate communications, information, personnel, curriculum and staff development to meet Parolee Education Program needs and enhance student learning; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Parolee Education Programs and related educational programs, services and activities provided for parolees in classrooms at designated sites of an assigned region; establish and maintain Project time lines and priorities for assigned region; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate communications, information, personnel, curriculum and staff development to meet Parolee Education Program needs and enhance student learning; oversee the development and implementation of regional Parolee Education Programs, services, activities, goals, objectives, plans, strategies, standards, processes and procedures for parolees transitioning from State prison.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; coordinate classroom coverage for regional sites.

Develop and implement curriculum standards for various subject areas such as literacy, math, substance abuse education, life skills, employability and transitions; coordinate activities and personnel to enhance teacher understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies.

Coordinate and direct communications, services, correspondence and information between teachers, County Office administrators and staff, law enforcement personnel, parole partners, outside agencies and others; investigate, evaluate and assure proper and timely resolution of educational, student, teacher, administrative, community and staff issues, problems and conflicts.

Assure adequate personnel, instructional materials and resources to meet Parolee Education Programs needs at regional sites; monitor staffing needs and initiate and conduct recruitment activities as needed; coordinate facility needs at Project sites; arrange for jail clearances for staff as needed; coordinate and oversee the purchase and inventory of instructional supplies for regional classrooms.

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Coordinate, oversee and participate in the development, implementation and conducting of training and staff development activities for teachers and other subordinate staff concerning Parolee Education Program services and related educational principles, theories, standards, guidelines, requirements, practices, procedures and techniques; prepare and deliver oral presentations.

Plan, organize and direct the establishment, implementation and set up Parolee Education Program educational services at new sites and classrooms and relocation of existing sites and classrooms; negotiate terms of services with host facilities; oversee the delivery of required materials; monitor facilities to assure smooth operations and assure compliance with site safety and security rules and regulations.

Provide consultation and technical assistance to personnel, teachers, administrators, outside agencies and the public concerning Parolee Education Program services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, practices, techniques, laws, codes, regulations, polices and procedures; advise teachers concerning credential requirements as needed.

Develop and prepare the annual preliminary budget for travel, curriculum and instructional supplies in assigned region; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Monitor and evaluate regional Parolee Education Program services for educational effectiveness and operational efficiency; oversee the development and implementation of programs, policies and procedures to enhance the educational effectiveness and operational efficiency of Program services.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, sites, personnel, financial activity, meetings and assigned duties; process, evaluate and approve a variety of employee and Project forms and documents; develop and maintain operational and procedural manuals.

Maintain current knowledge of educational methods, practices and standards related to the Parolee Education Program and related laws, codes, regulations, policies and procedures; modify programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the Director regarding regional Program needs, services and activities; assist in formulating and developing related policies, procedures and programs.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns; establish and maintain partnerships with outside agencies to enhance support for Project services.

Operate a variety of office equipment including projectors, computers and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings and conferences as assigned; participate in various councils and committees as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Parolee Education Programs and related educational programs, services and activities provided for parolees in classrooms at designated sites of an assigned region. Curriculum standards, requirements, interpretation and application in Parolee Education Program educational activities.

State standards and requirements governing the Parolee Education Programs.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of parolee students.

Comprehensive organization, activities, goals and objectives of regional Program sites. Instructional techniques and strategies related to adult education.

Principles, practices and procedures involved in the development and implementation of Parolee Education programs, services, goals, objectives, plans, strategies, standards, processes and procedures.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the Parolee Education Programs and related educational programs, services and activities provided for parolees in classrooms at designated sites of an assigned region. Coordinate communications, information, personnel, curriculum and staff development to meet Parolee Education Program needs and enhance student learning.

Supervise and evaluate the performance of assigned personnel.

Oversee the development and implementation of Parolee Education Program programs, services, activities, goals, objectives, plans, strategies, standards, processes and procedures.

Develop and implement curriculum standards for various subject areas such as literacy, math, substance abuse education, life skills, employability and transitions.

Investigate, evaluate and assure proper and timely resolution of educational, student, teacher, administrative, community and staff issues, problems and conflicts.

Direct the development, implementation and conducting of training and staff development activities.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and five years teaching experience including two years working with correctional programs.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

Walking during site visits.

HAZARDS:

Contact with dissatisfied or abusive individuals.