

EDUCATION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for coordinating and directing specific aspects of the comprehensive education program at the County Jail. An employee in this class will be required to instruct classes of inmates, administer academic and vocational testing to inmates, and coordinate or direct the activities of other teachers, instructors and volunteers. Specific aspects of the comprehensive education program may include the high school equivalency diploma program, the youth education program for inmates ages 16 to 21 and the basic education and life skills program. The incumbent may also be responsible to participate in other correctional programs and services, including the pre-release program and other inmate and community service programs. Involvement in specific programs may vary depending on the number and composition of types of inmates in the Jail. The work is performed under the supervision of a higher level administrative or program supervisory employee. Supervision is exercised over the work of instructors and volunteers.

TYPICAL WORK ACTIVITIES:

1. Coordinates specific educational services and programs available for jail use;
2. Interviews inmates to determine interest and eligibility for education programs;
3. Instructs classes of inmates;
4. Conducts intake testing for all inmates interested in the comprehensive education program or special education services;
5. Evaluates progress of inmates participating in education programs;
6. Schedules and supervises paid instructors and volunteers, and orients them to the specific programs;
7. Prepares course schedules and may establish individualized instruction plans;
8. Interviews inmates to determine interest and eligibility for pre-release and other non-education inmate and community service programs;
9. Assists inmates upon release with referral to community agencies and services providing financial, housing, education, training and employment assistance;
10. Assists inmates in completing applications and providing documentation to agencies providing assistance and services;
11. Recruits volunteers for educational and other programs;
12. Maintains records and prepares reports for programs and services;
13. Prepares requisitions for necessary equipment and supplies;
14. May develop program curriculum;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the theory, principles and techniques of teaching; good knowledge of the subject matter related to a basic education program; ability to communicate effectively, both orally and in writing; ability to plan and carry out an inmate education and training program; ability to establish satisfactory relationships with officers, inmates and volunteers; ability to deal effectively with prisoners during periods of emotional disturbances and physical violence; ability to supervise the work of others; ability to evaluate program and individual performance; good judgment; physical condition commensurate with the demands of the position.

EDUCATION PROGRAM COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in education and two (2) years of full-time experience as a teacher or school administrator.

NOTE: One (1) year of full-time experience as a teacher or education program administrator in a correctional facility may be substituted for the two (2) years of experience required above.

SPECIAL REQUIREMENT:

Candidates must possess a teaching certification issued by the New York State Education Department at the time of appointment.

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