

STATE OF CALIFORNIA



An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

INVITES APPLICATIONS FOR SUPERINTENDENT OF CORRECTIONAL EDUCATION DIVISION OF REHABILITATIVE PROGRAMS

CALIFORNIA DEPARTMENT OF
CORRECTIONS AND REHABILITATION

MONTHLY SALARY:

PLEASE NOTE that the actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

**FINAL FILING DATE:
November 14, 2012**

Under administrative direction from the Deputy Director, Division of Rehabilitative Programs, the Superintendent of Correctional Education administers the Department's education services to adult offenders; provides statewide leadership for education programs and personnel in the adult correctional system; ensures all education services are appropriate and consistent with best practices in adult education; participates with legislators and their staff in crafting public policy relating to education for adult offenders; initiates and participates in efforts to obtain and sustain partnerships with various entities who contribute to the educational delivery system of adult offenders, including executives and administrators of private foundations, administrators, professors of the state college and university systems, administrators and staff of other state departments, the Legislature, and advocacy groups; ensures rigorous standards are met to keep the Western Association of Schools and Colleges accreditation; and directs the development of departmental policies and programs that are the basis for continuous service delivery.

Typical duties include the following:

- Plans and directs the development of statewide policies for the delivery of education services to adult offenders in accordance with contemporary research/literature on educating incarcerated adult students

and statutory and public policy requirements; collaborates with program Deputy Directors in the construction of policies and design of service delivery systems which afford students optimum opportunities to further their educational development; obtains and evaluates policies and systems of other state and federal jurisdictions and directs the incorporation of those which optimize the Department's education for adult offenders; assists legislators, their staff, and other policy makers in developing legislation; directs the development of evaluation design and participates in on-site evaluations of the Department's education programs at adult schools, camps, and parole offices; and conducts evaluations of conditions of confinement to ensure that education services are delivered in the least restrictive environment.

- Provides administrative direction in the design and implementation of policies related to education delivery systems and instructional activities; provides direction on methods and strategies for educating the disadvantaged learner; provides direction and facilitates preparation of the education budget; oversees all education staff personnel actions; and conducts site evaluations of education programs on living units and classrooms to determine compliance with law, policy, and consent decree stipulations.
- Participates with the Deputy Director, Division of Rehabilitative Programs, and other members of the Division's executive management team in developing policies and solutions for providing education and adult rehabilitative programming to students in confined settings and articulates legal decisions which affect the Division's obligation to provide services and provides direction in the development of policies and directives to implement executive management decisions.
- Consults with and acts as the Department's liaison to executives/administrators of local jurisdictions, private foundations, college and university deans, professors, the Governor's Office, legislative staff, and advocacy and other special interest groups in developing and implementing services and systems which reflect the intent of the Governor, federal, and state legislative bodies, and court decisions.
- Maintains appropriate channels of communication within the Department and ensures that staff is informed about relevant laws, polices, regulations, and procedures, and matters related to the improvement and welfare of the Department.
- Makes decisions on various administrative matters of staff discipline, investigations, lawsuits, mediations, and evaluations conducted by other agencies; directs the development of information to respond to the Governor's Office, California Departments of Finance and Education, State Legislature, federal compliance agencies, and advocacy groups; participates in meetings with representatives from outside entities to address issues of concern and compliance; and conducts evaluations of classrooms, security programs, and specialized treatment programs, eliciting student contributions and participation in a variety of programs and services.

DESIRABLE QUALIFICATIONS

1. Experience in educational services programs for adult offenders and knowledge of contemporary research and literature as it applies to the education of incarcerated adults.

2. Experience evaluating the educational policies and systems of other state and federal jurisdictions and applying proven methods in the establishment of effective education programs for adult offenders.
3. Ability to perform major policy influencing functions effectively and contribute to the design and implementation of educational strategies for a large department.
4. Experience in the construction and design of educational service delivery systems enabling further student educational development.
5. Administrative experience in a managerial capacity with responsibility for the education budget of a large organization; in the development, implementation, and evaluation of educational programs and policies; and in staff development and team building.
6. Demonstrated ability in planning, organizing, and directing a large educational program, and ensuring successful functionality with stakeholders.
7. Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal opportunity workplace.

COMPENSATION AND BENEFITS

The State of California benefit package may include:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Professional Development Day – two days per fiscal year
- Medical, dental and vision insurance
- Life insurance basic coverage of \$50,000 for managers and \$25,000 for supervisors, confidential and excluded employees.
- 11 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

THE DEPARTMENT

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all resumes following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Superintendent of Correctional Education, DRP serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to **Jasmin Williams**, Office of Executive Appointments, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 100-S, Sacramento, California by November 14, 2012. For further information regarding this position, please contact Jasmin Williams at (916) 445-9287 or jasmin.williams@cdcr.ca.gov.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.gov.ca.gov or www.gov.ca.gov/appointments

Note: If you previously submitted a Governor's application online for an Exempt position, it is not necessary to complete another online application. However, you must submit a letter of interest to the Office of the Governor, State Capitol Building, Sacramento, CA 95814 (Attn: Appointments Office). The letter of interest must state the position(s) for which you are interested in if it has changed from when you originally submitted the online application, along with a current resume. You must also submit your resume and references to the Office of Executive Appointments as noted above in "How to Apply."

DEPARTMENT OF CORRECTIONS AND REHABILITATION

*Vision: The overarching **vision** is to end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides intervention to at-risk populations and quality services from the time of arrest that will assist our clients in achieving successful reintegration into society.*

*Mission: The overarching **mission** is to improve public by safety through evidence-based crime prevention and recidivism.*