

# 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 EDUCATION DIVISION OF JUVENILE PROGRAMS CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

**ANNUAL SALARY  
\$103,128 – \$113,712\***

**FINAL FILING DATE**

**UNTIL FILLED**

Under administrative direction from the Director, Division of Juvenile Programs, the Superintendent of Education administers the Department's education services to youthful offenders; provides statewide leadership in education programs for youth in the juvenile justice system; participates with legislators and their staff in crafting public policy relating to education for youthful offenders; initiates and participates in efforts to obtain and sustain partnerships of various entities who contribute to the educational delivery system for youthful offenders, including executives and administrators of private foundations, administrators and professors of the state college and university systems, executives, administrators and staff of other state departments and the Legislature, and advocacy groups; directs the development of departmental policies and programs that are the basis for continuous service delivery.

Duties include, but are not limited to:

- Plans and directs the development of policies for providing education services in accordance with contemporary research/literature on educating incarcerated students, statutory and public policy requirements; collaborates with program Directors in the design of policies and service delivery systems which afford students optimum opportunities to further their educational development; and 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 youthful offenders. Assists legislators, their staff and other policy makers in developing legislation; directs the evaluation

design and participates in on-site evaluations of the Department's education programs at high schools, camps and parole offices. 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 on the methods of evaluating program effectiveness and participates on-site in program evaluations; conducts site evaluations of education programs on living units and classrooms to determine compliance with law, policy and consent decree stipulations.
- Participates with the Chief Deputy Secretary, Juvenile Justice and other members of the Juvenile Justice Division's executive management team in developing policies and solutions for providing education to students in confined settings; articulates legal decisions which affect the Division's obligation to provide services and provide 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 and 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.
- 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, Department of Finance, State Department of Education, State Legislature, federal compliance agencies and advocacy groups; participates in meetings with representatives from outside entities to address issues of concern and compliance; conducts evaluations of classrooms, security programs and specialized treatment programs, eliciting student contributions and participation in a variety of programs and services.
- Leads a large and diverse team of educational and administrative professionals, including oversight of Supervisors of Correctional Educational Programs (Working title: Principal), in planning and directing the provision of educational services to six accredited high schools within the Division of Juvenile Justice to ensure all academic and administrative state and federal requirements are met.
- Oversees and ensures the appropriate expenditures of a multi-million dollar budget consisting of federal and state educational monies.

### **DESIRABLE QUALIFICATIONS**

- Broad and extensive experience at a high administrative level comparable to a Deputy or Assistant Superintendent which demonstrates the ability to develop and manage budgets, personnel, contracts, policy, and educational processes in a medium to large school district.
- Broad and extensive experience at a high administrative level comparable to a Deputy or Assistant Superintendent which demonstrates the ability to develop, execute, and evaluate educational programs and policies in a medium to large school district.

- Experience preferably at a high administrative level comparable to a Deputy or Assistant Superintendent which demonstrates the ability to develop and administer effective staff development and team building programs.
- Possession of a valid school administration credential and valid teaching credential issued under the authority of the Commission on Teacher Credentialing.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing, with other state, federal and local agencies on matters related to administering an educational program.
- Experience in personnel management and leadership skills, which demonstrates the ability to motivate staff, and manage large groups; knowledge of the Department's mission, vision, values, and equal employment opportunity program objectives and a manager's role in achieving an equal employment opportunity workplace.

### **COMPENSATION AND BENEFITS**

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 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, sale of residence, 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 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 reentry into society. The Department's headquarters office is located in Sacramento, California.

### **HOW TO APPLY**

1. Qualified persons must complete and file an on-line appointment application with the Office of the Governor at [www.governor.ca.gov](http://www.governor.ca.gov).
2. A resume of qualifications and experience and three professional references (names and telephone numbers).
3. A **Statement of Qualifications** that consist of your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to

successful job performance. It should not exceed four pages in length or be less than size 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS MAY BE ELIMINATED FROM CONSIDERATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Submit the resume, Statement of Qualifications, and references to Xina Bolden, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108N Sacramento, California 95814. For further information regarding this position, please contact Xina Bolden at (916) 327-8028 or [xina.bolden@cdcr.ca.gov](mailto:xina.bolden@cdcr.ca.gov)

### **REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all resumes and Statement of Qualifications. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Superintendent of Education is an “exempt” position, therefore appointment to this position and salary are subject to executive approval.

***NOTE: If you have previously submitted a resume and governor’s application for the Superintendent of Education, Division of Juvenile Programs, you do not need to resubmit or re-apply for the position. Your resume and application have been retained on file in the Executive Recruitment and Appointments Unit and at the Governor’s Office. If you wish to be reconsidered for the position, submit a Statement of Qualifications as noted in “How to Apply” along with a letter expressing your desire to be reconsidered to Xina Bolden at the address above.***

***If you previously submitted a Governor’s application on line for another exempt position it is not necessary to complete another on line application. However, you must submit a letter of interest to the Office of the Governor stating the position(s) for which you are interested in if it has changed from when you originally submitted the on line application along with a current resume. You must also submit your Statement of Qualifications, resume, and references to Executive Recruitment and Appointments as noted above in “How to Apply.”***

***\* The annual salary of \$103,128 – \$113,712 may or may not include a pay differential. The amount of the pay differential is not subject to CalPERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential will become subject to CalPERS retirement provisions beginning the 13<sup>th</sup> month of consecutive employment.***

**VISION STATEMENT:** *With our partners, we protect the public from crime and victimization.*

**MISSION STATEMENT:** *We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.*