

# 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 Adult 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:  
JANUARY 4, 2010**

Under administrative direction from the Director, Division of Adult Rehabilitative Programs, the Superintendent of Correctional Education administers the Department's education services to adult offenders; provides statewide leadership in education programs for offenders in the adult correctional system; ensures all education services are evidence-based; 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 and professors of the state college and university systems, executives, administrators and staff of other state departments; the Legislature, and other 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 continuously improved service delivery.

Duties include, but are not limited to:

- 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 adult incarcerated students and statutory and public policy requirements; collaborates with program 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; helps to coordinate 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 learner; provides plans for the 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 Chief Deputy Secretary, Adult Programs, the Director, Division of Adult Rehabilitative Programs, and other members of the Division's executive management team in developing policies and solutions for providing education to students in confined settings with a particular emphasis on those in maximum confinement; 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, policies, 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**

- Experience in educational services programs for adult offenders and knowledge of contemporary research and literature as it applies to the education of incarcerated adults.
- 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.
- Ability to perform major policy influencing functions effectively and contribute to the design and implementation of educational strategies for a large department.
- Experience in the construction and design of educational service delivery systems enabling further student educational development.
- 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.
- Demonstrated ability in planning, organizing, and directing a large educational program, and ensuring successful functionality with stakeholders.
- 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 includes:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 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

### **ADDITIONAL INFORMATION**

\*The monthly salary 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.

### **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 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 and Statement of Qualifications 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, Division of Adult Rehabilitative Programs 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**

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) or [www.gov.ca.gov](http://www.gov.ca.gov).
2. A resume of qualifications and experience and three professional references (names and telephone numbers).
3. A Statement of Qualifications that consists 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 Caleen Allen, Executive 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 95811 by January 4, 2010. For further information regarding this position, please contact Caleen Allen at (916) 327-8017 or [caleen.allen@cdcr.ca.gov](mailto:caleen.allen@cdcr.ca.gov).

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

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