MAY 26, 2015

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

NOTICE OF CORRECTION

EXAMINATION TITLE: **SUPERINTENDENT OF EDUCATION, JUVENILE PROGRAMS, DIVISION OF JUVENILE JUSTICE**

FINAL FILING DATE: **UNTIL FILLED**

This is to announce that the final file date for the SUPERINTENDENT OF EDUCATION, JUVENILE PROGRAMS, DIVISION OF JUVENILE JUSTICE with a final filing date of May 27, 2015 has been extended to "until filled".

Applicants who previously applied for this examination with a final filing date of May 27, 2015 do not have to reapply. Your application has been retained on file with the Executive Appointments Unit, Office of Workforce Planning.

EXECUTIVE APPOINTMENTS UNIT

STATE OF CALIFORNIA

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and, 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.

INVITES APPLICATIONS FOR
SUPERINTENDENT OF EDUCATION
DIVISION OF JUVENILE JUSTICE
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY
$9,297–$9,577

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
May 27, 2015

Under administrative direction from the Deputy Director, Facility Operations and Programs, Division of Juvenile Justice (DJJ), the Superintendent of Education administers the California Department of Corrections and Rehabilitation's (Department) education services to youthful offenders; provides statewide leadership in education programs for offenders 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 of 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:

- Plan and direct the development of policies for providing education services in accordance with federal and state law, contemporary research/literature on educating incarcerated students, and statutory and public policy requirements; collaborate with program areas in the design of policies and service delivery systems which afford students optimum opportunities to further their educational development;

obtain and evaluate policies and systems of other state and federal jurisdictions, and direct the incorporation of those which optimize the Department's education for youthful offenders; direct the evaluation design of the Department's education programs and participates in on-site evaluations at high schools, camps, and parole offices; and conduct evaluations of conditions of confinement to ensure that education services are delivered in the least restrictive environment.

- Provide administrative direction in the design and implementation of policies related to education delivery systems and instructional activities; provide direction on methods of evaluating program effectiveness and strategies for educating the disadvantaged learner; and conduct site evaluations of education programs in living units and classrooms to determine compliance with law, policy, and consent decree stipulations.

- Participate with the Director, and other members of DJJ'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; articulate legal decisions which affect DJJ's obligation to provide services; and provide direction in the development of policies and directives to implement executive management decisions.

- Make decisions on various administrative matters of staff discipline, investigations, lawsuits, mediations, and evaluations conducted by other agencies; direct 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; participate in meetings with representatives from outside entities to address issues of concern and compliance; and conduct evaluations of education, security, and specialized treatment programs to ensure that all students are receiving access to education and eliciting student contributions and participation in a variety of programs and services.

DESIRABLE QUALIFICATIONS

- Possession of a valid California school administration credential and valid California teaching credential issued under the authority of the California Commission on Teacher Credentialing.

- Knowledge of principles, practices, methods, and procedures of school organization and administration as it relates to the juvenile justice system.

- Administrative experience in a managerial capacity with responsibility for the development and evaluation of programs, policies, staff development, and team building.

- 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.

- Knowledge of policy development, educational grants, fiscal management, and budgetary processes associated with the administration of a large educational program.

- Knowledge of multifaceted components of juvenile operations.

- Experience in personnel management and leadership, which demonstrates the ability to motivate staff and manage large groups; and knowledge of the Department's mission, vision, values, 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 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 California Department of Human Resources.

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 may be invited for interviews. Interviews will be held in Sacramento, California. The Superintendent of Education 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

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

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 **Grace Ruiz**, Executive Appointments Unit, Office of Workforce Planning, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 101-N, Sacramento, California by May 16, 2015. For further information regarding this position, please contact Grace Ruiz at (916) 324-6370 or Grace.Ruiz@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, 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 Executive Appointments Unit as noted above in "How to Apply."