

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
STATE OPERATED FACILITIES DIVISION
PORTERVILLE DEVELOPMENTAL CENTER
CENTRAL PROGRAM SERVICES SECTION
ACADEMIC EDUCATION PROGRAM UNIT**

DUTY STATEMENT

JOB TITLE: SUPERVISOR OF ACADEMIC INSTRUCTION, CF **POSITION #:** 472-223-2305-XXX

POSITION DESCRIPTION: The Supervisor of Academic Instruction, CF (SAI) serves under the general direction of the Central Program Services Program Director (Developmental Disabilities-Safety) and the operational direction of the Supervisor of Correctional Education Programs (SCEP) to assist in the planning, development, and implementation of academic programs including two federally-funded grant programs: Individuals with Disabilities Education Improvement Act of 2003 (IDEA 2004)—amended through Every Student Succeeds Act of December 2015—Public Law 114-95 and the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA)—Public Law 113-128.

SUPERVISION EXERCISED: Evaluates and supervises professional credentialed educators, analytical staff, and office staff assigned to the Academic Education Program Unit of the Central Program Services Section within Porterville Developmental Center (PDC).

SUPERVISION RECEIVED: Serves under the general direction of the Central Program Services Section Program Director (Developmental Disabilities-Safety) and the operational direction of the SCEP.

EXAMPLES OF DUTIES: In collaboration with the SCEP and with engagement from academic teachers, the SAI identifies, evaluates, and monitors academic curriculum; recommends supplemental teaching materials and evidence-based teaching methodologies; develops course outlines; assists the SCEP with content for the course catalog; coordinates administration of program assessments; and gathers, monitors, and reports education data to the SCEP as required by the Department of Developmental Services (Department) consistent with the Education Calendar. The SAI is responsible for the selection, staff development, and evaluation of professional academic educators. The SAI participates in education program planning and coordination with adult education programs on integrated education and training (IET) and Career Technical Education (CTE) programs; post-secondary education programs, including a community college partnership; and therapeutic programs and facility activities provided by PDC clinical staff.

Essential Job Functions:

- 25% Provides frequent and ongoing monitoring of the academic program and has substantial contact with individuals residing at the PDC to guarantee quality educational services are delivered, and students can access course content. Has ongoing engagement with students and monitors educational activities to support student engagement and to maintain security of the educational environment, materials, and activities. Provides day-to-day support and assistance to professional credentialed educators in the use of academic curriculum; instructional strategies; classroom management; and the administration of formative,

summative, and statewide assessments within a locked and controlled treatment facility. Works with education specialists to meet primary timelines affecting special education as described in California *Education Code (EC)* section 56043. Guides education specialists through procedural requirements for special education evaluations, reevaluations, eligibility determinations; and the development, review, and revision of the individualized education program (IEP) according to state and federal statute and regulations. Serves as the representative of the public agency at IEP team meetings, when necessary, by serving in a leadership capacity and engaging with students with sensitivity, patience, and a focus on the student's needs and preferences while contributing critical information on the provision of specially designed instruction; general education curriculum, facility security needs, and the availability of resources. Provides direction to the professional credentialed academic educators to support the adult education program on theories of andragogy; CDE academic requirements; and the educational opportunities and services available to students participating in the WIOA Section 225 program.

- 15% Provides ongoing responsibility for the supervision of individuals placed in educational programming within a locked and controlled treatment facility and takes action to resolve issues to maintain classroom management and address concerns while protecting and safeguarding staff, students, and property. Maintains familiarity with education program requirements and systematically evaluates and monitors the implementation of the academic education program activities to improve or enhance services. Communicates regularly with the SCEP on academic education program activities and works to resolve program areas requiring correction or improvement. Coordinates with the SCEP and the Department Headquarters to guarantee the academic education program is carried out consistent with federal and state education laws, regulations, and Department and facility policy guidance. Assists the SCEP with education program review activities by preparing documentation, adjusting staffing assignments, and making education program changes to meet compliance as required by the CDE.
- 10% Identifies and plans professional development opportunities based on identified priorities and goals, student data, staff needs, and professional interests of educators. Develops a schedule for professional development to take place during designated dates throughout the school year. Complies with all training requirements and guarantees all subordinate staff fulfill current training requirements and participate in annual training as required by PDC and the Department. Creates opportunities for professional learning communities and/or educator professional organization activities consistent with department policies and procedures. Takes action to improve the performance of employees by completing performance evaluations, maintaining the availability of professional development, initiating corrective actions, and enforcing disciplinary procedures in alignment with federal and state laws, regulations, and collective bargaining agreements.
- 10% Reviews data generated by education specialists to prepare IEPs, monitors service tracking activity, and evaluates special education data reports to design special education programming. Analyzes data generated by adult education academic teachers using the Comprehensive Adult Student Assessment System (CASAS) and engages in discussion and actions with academic educators towards program improvement, including measures to increase achievement of a high school diploma or high school equivalency. Assists in the collection, editing, and correction of data and guarantees data reports are timely, accurate, and complete prior to the submittal of the data to the Department Headquarters and the California Department of Education.

- 10% Provides consistent attention, effort, and follow-up to guarantee and maintain order and security of the academic education areas by routinely performing inspections and accounting for all equipment and materials. Supervises the conduct of students; prevents escapes and injury by students to themselves, to others, or to property. Monitors and inspects the premises for contraband such as weapons or security breaches on a routine basis. Safeguards the student educational records from improper disclosure under the Family Educational Rights and Privacy Act (FERPA) and individual healthcare information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 10% Responsible for data entry and education reporting requirements, which guarantee accountability with CDE educational programs. Is responsible for the accurate and timely entry of data that allows for the tracking and monitoring of progress to improve student performance. Frequently interacts with students, residing in a locked and controlled treatment facility, providing ongoing observation and recording of students' physical conditions, behaviors, and student engagement in their program. Guarantees any significant changes are reported to and communicated with clinical staff and/or the appropriate IDT member (i.e., Unit Supervisor, Senior Psychiatric Technician, unit psychologist, physician, unit staff, IPC, etc.). Supervises the timely completion of all required education-related documentation, including students' progress towards meeting education Individual Program Planning (IPP) Desired Outcomes, IEP goals, etc., per facility policies.

Marginal Job Functions:

- 10% Assists in the preparation of educational budgets and managing expenditures in compliance with federal grant and state education funding (i.e., Lottery, Proposition 98, etc.) requirements. Initiates contracts and local agreements as required by law and student needs. Assists in developing content for grant proposals, including Federal Grant Programs.
- 10% Assists as a treatment team member in evaluating centralized educational services and functions as a resource on current practices in the education field. Establishes and maintains a process upon admission to the facility, the education rights holder receives information about the education program, available accommodations or auxiliary aids and services, and post-secondary opportunities, including community college enrollment for eligible students who hold a high school diploma or equivalency. Acts as a facility education liaison with appropriate community agencies and educational entities. Works as a member of the IPP team.

TYPICAL WORKING CONDITIONS: The SAI is responsible for maintaining order and supervising the conduct of students; maintaining the safety of persons and property; and planning, developing, and guaranteeing the implementation of classroom instruction and management to support the achievement of adult students using evidence-based practices and recognized instructional strategies to create a learning environment for students to achieve their learning goals. The SAI is responsible for monitoring education program activities to guarantee that activities and instruction build appropriate social-emotional skills and support the students as they develop academic proficiency. The SAI maintains the safety of public, staff, and forensic individuals, which may include, but not limited to: distributing and accounting for all education equipment and supplies to prevent their use as weapons; inspecting facilities to identify security breaches that could lead to the escape of forensic individuals; and observing and assisting in intervening in forensic individual behaviors that may injure people, damage property, or signal impending escape attempts.

Required to maintain personal safety by wearing Personal Protective Equipment (PPE) and maintaining PPE in good, working condition.

TYPICAL PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained within this duty statement. This position has ongoing responsibility for protecting and safeguarding the public and property, and for regular and substantial contact with forensic individuals. As a condition of employment, incumbents are required to be capable of responding to emergency situations and provide a level of service to the public such that the safety of the public and of property is not jeopardized. Employees will be required to perform the following essential functions: must be able to lift 50 pounds without assistance; must be able to assist in individual containment, intervention, or restraint in emergency situations; must have the ability to work extended hours if needed.

DESIRABLE QUALIFICATIONS:

Knowledge of the principles and methods necessary for the operation of an academic program. Familiarity with common core state standards; curriculum frameworks and instructional materials; multi-tiered system of supports; and educational technology. Familiarity with professional learning, adult education, post-secondary education, and special education.

CERTIFICATION OR LICENSE: Must possess and maintain a valid administrative services credential or equivalent authorization issued under the authority of the California Commission on Teacher Credentialing.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.