DUTY STATEMENT
DSH3002 (Rev. 04/2023)

California Department of State Hospitals

Box reserved for Personnel Section

RPA #	C&P Analyst Approval	Date

Employee Name Vacant	**Division** Patient Care Coordination Division			
Position No / Agency-Unit-Class-Serial 461-505-2303-001	**Unit** Patient Programs Support			
Class Title: Supervisor of Correctional Education Programs	**Location** DSH - Sacramento			
Working Title: Superintendent of Education Programs				
Subject to Conflict of Interest ☐Yes ☐No	**CBID** S03	**Work Week Group:** SE	**Pay Differential** N/A	**Other**

The Department of State Hospitals' mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. *You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.*

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions

Under the general direction of the Assistant Deputy Director and Deputy Director, in the Patient Care Coordination Division (PCCD), the Supervisor of Correctional Education Programs (SCEP) serves as the Superintendent for Patient Rehabilitation and Education Programs (PREP) within DSH hospital facilities. The SCEP is responsible for providing oversight of patient education services required by state and federal education law for adult education, special education, career technical education and vocational services. This role will be responsible for, but not limited to, grants compliance, curriculum standardization, credentialing oversight, teacher evaluations, and overall program oversight for statewide education programs in all DSH state hospital facilities.

This position requires possession of a valid administrative services credential, or credential or life diploma of equivalent authorization issued by the California Commission on Teacher Credentialing and must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).

40%	**Educational Programs Leadership:** Serves as primary liaison between PCCD leadership, hospital treatment teams, and hospital leadership on education-related issues. Consults with the directorate, division, hospital leadership, and the California Department of Education (CDE) on the implementation of varied, sensitive, and complex education program matters to resolve issues, provide information, and explore options to reasonably achieve education program goals within the statewide DSH education program. Serves as a member of the department's expanded executive team to advise on educational matters, resolve issues, provide information, options, and/or recommendations, as needed. Monitors education program operations and analyzes student performance data to determine program effectiveness and leads efforts for improving current academic and vocational programs, teaching practices, curricula, and courses of study on an on-going basis. Provides expertise and guidance on continuous education programs improvement to achieve patient-student educational and rehabilitative success within hospital facilities and upon discharge. Develops an annual rotational site visit plan for each hospital facility in consultation with PCCD leadership, hospital leadership, Clinical Operations, and hospital education program staff as well as develops a site itinerary and communicates regularly with all parties. Conducts structured regular site visits to each hospital facility to provide guidance, support, and expertise to ensure the implementation and organization of the patient education programs at the hospital, provide thorough knowledge of the relevant education laws, regulations, and standards, maintain communication with the respective county office of education and/or local school districts to ensure students can access services from/in the community when appropriate, provide oversight for educational budgets and managing expenditures in compliance with federal grant requirements and state accounting rules, oversee contracts and local agreements with the county office of education and/or local school districts as required by law and student need, oversee the development of grant proposals, including Federal Grant Programs, administer funded projects, provide evaluations of education staff, evaluate patient education programs, provide assistance in recruitment efforts of education staff in consultation with human resources including but not limited to duty statement development, exceptional allocations, position control, and hiring and retention, as well as other onsite duties as required to implement and maintain appropriate programs for students enrolled in special education, adult education, career technical education, and vocational programs. Develops and oversees department level education-related policy and regulations as needed, including coordinating with the Technology Services Division (TSD) on the installation, operation, and maintenance of educational technology within DSH facilities.

30%	**Curriculum and Credentialling Oversight:** Manages DSH's educational programs to ensure quality services are provided to students utilizing departmentally approved curricula and other available resources on a daily basis. Reviews evidence-based research practices and implements courses of study and training programs to assist in the education and rehabilitation process of students utilizing various resources (e.g. teaching methodologies, best practices, job market analysis, State Model Curriculum Standards, Trade Advisory Committees, etc.) as necessary. Develops and oversees a Curriculum Committee comprised of subject matter experts from each facility to conduct initial reviews, meet with publishers and provide recommendations to PCCD and hospital leadership. Evaluates the certificated personnel and the quality and effectiveness of instructional services at the school site level. Administers student and certificated personnel employee discipline services at the school site level. Visits, monitors, and evaluates classes and programs and confers with staff and patient students to improve the quality and effectiveness of the teaching methods and instructional support techniques. Applies professional standards and evidence-based practices in the observation and review of classroom instruction and consumer, client, or patient student performance. Develops responses and action plans following collaborative activities to achieve desired outcomes. Ensures that persons appointed to teaching civil service classifications in a hospital which provides patient education programs requiring certification qualifications possess the appropriate credential, permit, or other certification document from the CCTC and fulfill any additional state, federal, or hospital requirements for the position. Plans and provides annual professional development to all education staff to improve program effectiveness and increase student achievement utilizing workshops, conferences, contract trainers and subject matter experts, etc., based on educational needs and as required by law, regulation, and departmental policies on an on-going basis. Regularly reviews curricula and instructional program implementation to ensure program alignment with the department's adopted curriculum standards using curriculum guides, lesson plans, syllabi, and other resources, as required. Also reviews, develops, implements and monitors programs, for special needs students [e.g., special education, English language learners, Americans with Disabilities Act (ADA), 504 plans, Individual Education Plans (IEP), etc.] utilizing various resources (i.e., research-based programs), as required by State and Federal law and departmental policy and procedures.
25%	**Education Programs Administration:** Serves as the senior level administrator for education programs and responsible for the establishment and oversight of a DSH "School Board" that will be responsible for recommendations on education program activity, including related policymaking, projects, budgets, expenditure approval, education advocacy and compliance. Provides oversight and management of complex data reporting projects, including but not limited to student learning outcomes, grants reporting, federal

	monitoring, annual Average Daily Attendance Report, and reporting to the CDE, California State Legislature, and the State Controller's Office for Lottery allocation. Oversees the collection and maintenance of student demographic data, student assessment data, student attendance data, and personnel data, as required by federal and state requirements. Researches and analyzes educational trends and demographic data for effective program management. Oversees program and fiscal planning and reporting associated with federal and state-funded programs. Oversees all grants reporting and compliance plans. Liaises with the Statewide Quality Improvement Division on any audits and audit findings. Actively seeks opportunity to increase grant funding to increase program growth. Provides oversight and consultation on the preparation, administration, and monitoring of contracts, local agreements, and interagency agreements needed and/or required for the education program. Oversees the preparation of education-related reports for DSH, other agencies, and the Legislature. Represents the department in formal and informal settings, regarding educational matters at meetings, conferences, hearings, etc., as needed. Reviews and analyzes proposed legislation; assists in the development of budget concepts, proposals, or requests for education program development, necessary equipment, and essential staffing; serves on human resource projects; serves on special advisory committees or task forces requiring a high-level of educational expertise. Provides coverage, as needed, to meet the operational needs of the department. Works collaboratively with division and facility leadership to develop a long-term plan to standardize and centralize program offerings, oversight, and outcomes across DSH facilities. Serves as a member of various multi-disciplinary committees to assess patient educational needs and identify education program changes.
5%	**Leadership and Other Duties:** The California Health and Human Services (CHHS) Leadership Competency Model defines competencies considered essential for effective performance for leadership levels. This position supports the Department of State Hospitals Mission and Strategic Plan by, ensuring PCCD is leading in innovation and excellence across a continuum of care and settings, demonstrating organizational and operational excellence, and promoting alignment and standardization of system operations, policies and procedures. Organizes, directs, coordinates, and reviews the work of subordinate management and staff within assigned portfolio. Provides direct supervision of staff as indicated on the Division organizational chart, provides supervision on a project basis as necessary. Serves a member of the Division's senior leadership team and provides leadership and managerial coverage as needed and directed by the Assistant Deputy Director, Deputy Director, or Director's Office.

	Represents the department on various projects and statewide planning efforts in a variety of settings, including meetings and conferences. Acts as a Subject Matter Expert for education programs within DSH hospital facilities. The incumbent will perform other management, administrative, and policy related duties as required.
Other Information	**Must pass Live Scan (fingerprint) background check from Department of Justice (DOJ).** Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. Incumbent will be held accountable for maintaining the program expenditures within budgeted allocations and to use funds for proper needs while tracking and reporting expenditures to ensure fiscal transparency and accountability. Incumbent must comply with Government Code Chapter 3 State Employee Telecommuting Program [14200-14203] (Chapter 3 added by Stats. 1990, Ch. 1389, Sec. 1.) that disallows California state employees to reside out of state while performing their work duties. This position reports to any of the following six facilities below and may be eligible and considered for a telework opportunity in accordance with departmental policies, operational needs, and management approval. Employees are currently required to work in-person at least four (4) days per week in alignment with Executive Order N-22-25. Additional in-office days may be required based on operational needs. Travel to DSH hospital facilities is required at minimum on a monthly basis but may require additional travel as needed. Incumbent is expected to attend in office or face to face meetings or trainings, and/or may travel throughout California as needed, with prior notice. **Statewide travel of up to 30% of time is anticipated.** All commute expenses to the Sacramento location will be the responsibility of the employee. **DSH's six (6) locations include:** Atascadero State Hospital - San Luis Obispo County Coalinga State Hospital - Fresno County Metropolitan State Hospital - Los Angeles County Napa State Hospital - Napa County Patton State Hospital - San Bernardino County Sacramento Headquarters - Sacramento County

	I have read and understand the duties listed above and I certify that I can perform these duties and the essential functions of this position with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ _____ Employee's Signature Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ _____ Supervisor's Signature Date