

INSTITUTION EDUCATIONAL SUPERVISOR

KIND OF WORK

Professional educational supervisory work in a state institution school program.

NATURE AND PURPOSE

An employee in this class is responsible for either assisting in the administration of the educational program in a state correctional facility or for developing and adapting the education curriculum to the special problems of handicapped children or adults in a state institution. Responsibility includes the training of teachers in special methods required and for evaluating staff performance.

General supervision is received from the Institution Educational Administrator or Rehabilitation Therapies Director who reviews in detail proposals relating to policy matters or significant changes in program or procedures.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans courses of study, course content and teaching methods and techniques.

Instructs teaching staff in teaching procedures and techniques.

Evaluates teachers' effectiveness in developing and using methods best suited to the particular curriculum and student population.

Assigns teachers and students to classes.

Plans, organizes and supervises classroom instruction and cell study to meet the needs of the inmates.

Interviews inmates to determine what educational activities may aid in their rehabilitation.

Administers psychological, aptitude, educational and employment examinations to inmates.

Maintains records of inmates' educational activities and prepares progress reports and recommendations.

Recommends purchase of books for the library and materials, supplies and equipment for the school programs.

Supervises maintenance of school classrooms and equipment.

Determines disciplinary procedures.

Teaches classes as a substitute for absent teachers.

Assists school administrator in coordinating the program of instruction and other educational activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles and techniques of classroom instruction including special methods involved in teaching inmates or the handicapped.

Considerable knowledge of the techniques involved in training instructors.

Considerable knowledge of criminal psychology or working with the handicapped.

Working knowledge of various tests and techniques of testing.

Working knowledge of the methods of educational supervision in a correctional facility.

Ability to:

Ability to understand the work methods and limitations of the handicapped.

Ability to establish and maintain discipline.

Ability to instruct and supervise staff teachers.

Ability to secure the confidence and cooperation of others

Est.: 07/02/69
Rev.: 12/04/70
04/07/81

T.C.:
Former Title(s):