

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: CORRECTIONAL FACILITIES ANALYST

BASIC FUNCTION:

Under the direction of a Director, Educational Services, oversee and participate in Inmate Education program services including instructional activities at correctional facilities, vocational counseling and GED testing functions in correctional facilities and court and community schools; coordinate Program, vocational and GED-related communications, reports, personnel and information to enhance inmate learning, achievement and career opportunities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in Inmate Education program services including instructional activities at correctional facilities, vocational counseling and GED testing functions in correctional facilities and court and community schools; assist in establishing related time lines and priorities; assure related activities comply with established laws, codes, regulations, policies and procedures.

Coordinate Program, vocational and GED-related communications, reports, personnel and information to enhance inmate learning, achievement and career opportunities; assist in the development and implementation of Inmate Education and related GED and vocational programs, schedules, services, activities, objectives, strategies, standards, projects, processes and procedures.

Schedule, monitor and assure security of GED testing activities in correctional facilities and court and community schools; oversee the administration of practice and preliminary GED tests; assure proper scoring of GED tests and compiling and distribution of GED scores; coordinate and participate in the response to GED transcript requests.

Oversee instructional activities at designated correctional facilities; monitor, evaluate and adjust instructional, counseling and GED activities in response to the educational needs of inmates; confer with instructors concerning pre-GED test scores and develop appropriate education and tutoring plans for students.

Coordinate the assessment of inmate vocational skills and interests; assure proper advisement and development of career goals in response to vocational skills and interests; oversee and participate in providing inmates with appropriate educational, training and occupational opportunities and referrals to community resources.

Train and provide work direction and guidance to assigned personnel; coordinate employee work assignments and review work to assure compliance with established standards, requirements and procedures; provide input concerning employee evaluations as requested.

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Prepare and maintain a variety of narrative and statistical records, reports and files related to GED tests, scores, transcripts, inmate education services, students, inventory, funds, financial activity and assigned duties; oversee the preparation and processing of jail security clearance forms for County Office staff working in adult jails; prepare GED test rosters.

Serve as a technical resource to personnel, instructors, administrators, students, outside agencies and the public concerning Inmate Education, vocational services and GED testing activities; respond to inquiries and provide detailed and technical information concerning related standards, requirements, practices, techniques, scores, laws, codes, regulations, policies and procedures.

Provide input concerning the preparation and development of the annual preliminary budget for Inmate Education and related GED and vocational services; review and evaluate budgetary and financial data; assist in controlling expenditures in accordance with established limitations; assist in obtaining and maintaining grants as directed; assist with related contracts and grant applications.

Coordinate Inmate Education and related GED testing and vocational communications and information between instructors, administrators, staff, community resources, outside agencies, students and others; investigate, evaluate and resolve issues, conflicts and complaints related to the Inmate Education program and related services.

Assure adequate resources to meet Inmate Education and GED testing needs; monitor inventory levels of testing, instructional and various other materials; order, receive and maintain adequate inventory levels of materials; process and prepare invoices for payment as directed.

Monitor and assess Inmate Education and related GED testing services for educational effectiveness; provide input concerning the development and implementation of standards, policies and procedures to enhance educational effectiveness and capacity to meet student needs.

Communicate with County Office personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; prepare, distribute and respond to a variety of correspondence.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings and in-services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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KNOWLEDGE OF:

Inmate Education program services including instructional activities at correctional facilities, vocational counseling and GED testing functions in correctional facilities and court and community schools.
Educational programs, standards, practices, techniques, requirements and procedures related to Inmate Education, GED testing and vocational services.
Principles, practices, procedures, techniques and strategies involved in enhancing learning, achievement and vocational outcomes among identified students.
Instructional techniques and strategies related to assigned student programs.
Practices and procedures of vocational development and counseling programs.
Training and employment opportunities in the community.
Policies and objectives of assigned programs and activities.
Oral and written communication skills.
Principles of training and providing work direction and guidance.
Basic budget preparation and control.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.

ABILITY TO:

Oversee and participate in Inmate Education program services including instructional activities at correctional facilities, vocational counseling and GED testing functions in correctional facilities and court and community schools.
Coordinate Program and GED-related communications, reports, personnel and information to enhance inmate learning, achievement and career opportunities.
Schedule, monitor and assure security of GED testing activities.
Assure proper advisement and development of career goals in response to vocational skills and interests of inmate students.
Train and provide work direction and guidance to assigned personnel.
Develop appropriate education and tutoring plans for students in response to GED test scores.
Provide consultation concerning Inmate Education, vocational services and GED testing activities.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

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Any combination equivalent to: bachelor's degree in business administration, psychology, sociology or related field and three years increasingly responsible experience working with vocational, educational or related programs and services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

HAZARDS:

Contact with dissatisfied or abusive individuals.