

Arizona Department of Corrections

Safer communities through effective corrections.

All Arizona state employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

EDUCATION ADMINISTRATOR

Human Services Bureau & Development Group

1601 W. Jefferson

Phoenix, AZ 85007

<https://corrections.az.gov/>

JOB SUMMARY:

This position is responsible for the overall management and success of the entire education program within the Arizona Department of Corrections (ADC). With a staff of over 200 education and administrative professionals located at 10 institutions, as well as contracted educators, the Education Administrator ensures initial educational level testing is accomplished and all required functional literacy, general education diploma, special education, post-secondary and work based education classes are delivered in a timely, efficient and professional manner. Additionally, this position ensures the library function at each institution operates efficiently and provides required legal services to the inmate population. The Education Administrator prepares various reports and special projects and ensures the education program meets all federal and state educational laws and requirements. Working closely with contracted community colleges, this position will ensure a quality Education program that encompasses education, training, and job placement is offered at each institution. Occasional travel, which may include overnight stays, to institutions and meetings using a state vehicle is required. Close Date 03/14/2019 Category. Location PHOENIX. Salary 77,351.00-99,500.00. To apply go to <https://astatejobs.azdoa.gov>, Job ID #45004.

JOB DUTIES:

- Evaluates, researches, plans, develops and implements education programs and strategic goals
- Provides strong leadership resulting in standardized processes and consistent

- application of strategies to support goals
- Compiles and examines data and records to determine the quality, effectiveness and efficiency of education programs and devises and implements strategies/measures to address deficits/weaknesses
 - Ensures initial level education testing is accomplished and all required functional literacy, general education diploma, special education, post secondary, and work based education classes are delivered efficiently, effectively, and in a timely manner
 - Ensures education professionals maintain required certifications
 - Develops/revises policies relating to education programs
 - Represents the Department at various meetings and conferences which include travel
 - Ensures all libraries at the institutions operate efficiently and provide required legal services to the inmate population Travels/Drives on State business
 - Performs other duties appropriate to the assignment

SPECIAL SELECTION FACTOR(S) – THE FOLLOWING ARE REQUIRED:

Requires possession of, and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any required driver training (see Arizona Administrative Code R2-10-207.12).

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of:

- State and Federal laws pertaining to education
- Correctional and Educational leadership
- Program planning, development and implementation
- Principles and practices of supervision

Skill in:

- Interpersonal relations
- Written and oral communications
- Planning, research, organization and time management
- Analyzing data, problem solving and decision making
- Organization and project management

Ability to:

- Work in a prison environment
- Lead and manage a diverse group of professional educators
- Evaluate employees, educational programs and contract compliance
- Travel to 10 institutions which may include overnight stays

SELECTIVE PREFERENCE(S) - IDEAL CANDIDATE WILL POSSESS:

- The preferred candidate will possess five years of progressively responsible correctional leadership experience and a Master's Degree in Education or a closely related field.

PRE-EMPLOYMENT REQUIREMENTS:

Employment is contingent on the selected applicant passing a background investigation.

BENEFITS:

We offer an excellent and affordable comprehensive benefits package to meet the needs of our employees:

- Vacation and sick days with 10 paid holidays per year
- Robust and affordable insurance plan to include medical, dental, life, short-term and long-term disability options
- Exceptional retirement program
- Optional employee benefits such as deferred compensation plans, credit union membership, and a wellness program
- An incentivized commuter club and public transportation subsidy program

RETIREMENT:

Positions in this classification participate in the Arizona State Retirement System (ASRS).

Enrollment eligibility will become effective after 27 weeks of employment.

Current ADC Employees: Consult with your respective Human Resources Liaison if you are in a different retirement plan than the one indicated above.

TECHNICAL ASSISTANCE:

If you experience technical issues while applying for this position, please call 602-542-4700 or email HRIShelpdesk@azdoa.gov.

**We are committed to providing a drug and alcohol free workplace. ADC conducts statewide random drug testing for all employees in safety-sensitive positions.*

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting the Employment Unit Manager at (602) 255-2430. Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.