

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3911700

Assistant Director of Correctional Vocational Education, M-2 3911700

Assistant Director of Correctional Academic Education, M-2 3911800

Brief Description of Class Series

Positions in this series assist the Director of Correctional Education Programs with administering all vocational or academic education programs administered by the Department of Corrections and Community Supervision (DOCCS). Incumbents develop vocational or academic education program policies; develop and monitor the budget for all facility vocational or academic programs; plan and evaluate the activities of vocational or academic facility staff; develop and supervise existing and new vocational or academic programs; supervise vocational or academic education program monitoring and evaluation policies and procedures; coordinate the operation of the vocational or academic programs with other operational units within DOCCS; ensure that academic or vocational programs comply with Federal and State laws and regulations, particularly in relation to incarcerated minors; and, supervise the program services areas of incarcerated individual payroll assignments and media review.

Distinguishing Characteristics

Assistant Director of Correctional Vocational Education: management position that assists the Director of Correctional Education Programs in formulating, implementing, monitoring, and evaluating the Statewide vocational program within DOCCS.

Assistant Director of Correctional Academic Education: management position that assists the Director of Correctional Education Programs in formulating, implementing, monitoring, and evaluating the Statewide academic education programs within DOCCS.

Illustrative Duties

Assistant Director of Correctional Vocational Education

Assists the Director of Correctional Education Programs in the development and implementation of policies and procedures relating to Statewide vocational education program.

- Performs extensive reviews of facility vocational education programs to determine the effectiveness of existing policies and procedures, and the level of facility adherence.
- Based upon the results of facility reviews, makes recommendations to the Director relative to changes and/or improvements to existing policies and procedures.
- Disseminates approved policy and procedural changes to appropriate vocational staff and provides technical assistance to facilities in their interpretation and implementation.
- Ensures that the Director is kept informed of all problems which occur relative to facility adherence to established policies and procedures.
- Implements corrective measures as necessary.

Plans and develops a comprehensive vocational education program to meet the varied vocational education needs of the incarcerated individual population.

Reviews and evaluates Labor Market Projections and employment opportunities to ensure all vocational programs are consistent with industry standards and real world employment for ex-incarcerated individuals.

Maintains communication with other agencies and Industry based organizations.

- Reviews and evaluates facility vocational education progress reports in line with incarcerated individual program needs and expectancies.
- Performs on-site visitations to determine the effectiveness of existing programs and discusses ongoing problems or program recommendations with facility vocational staff.
- Based upon information obtained from reviews, develops new or revised programs, and recommendations for the abolishment of ineffective programs.
- Supervises Main Office vocational staff in the development of formalized curricula for new or revised programs.

Supervises subordinate staff.

- Provides supervision, guidance, and oversight to subordinate staff, and intervenes and resolves problems as necessary.
- Determines and oversees staff assignments.
- Reviews, monitors, and evaluates staff performance.
- Completes performance evaluations.
- Identifies training needs and arranges for provision of training.
- Manages and directs program activities by setting priorities and deadlines.
- Maintains a continual review mechanism to ensure consistency of programming Statewide.

Directs facility vocational education staff in the implementation and execution of vocational education programs.

- Confers with facility vocational staff to coordinate implementation of new programs.
- Provides technical assistance to facility supervisory vocational staff to ensure facility level coordination among various vocational program components.
- Reviews facility vocational programs and recommends changes and improvements in shops, instruction, equipment, classroom or class size, curriculum and procedures, according to appropriate educational field.
- Determines suitability of new technological applications to meet institution program needs and incarcerated individual training consistent with workforce trends.
- Establishes program priorities to be adhered to by facilities.

Provides technical assistance and training to unit and facility staff relative to vocational curricula and instruction.

- Assigns staff to meet with, or, as appropriate, meets individually and in groups with facility vocational instructors and supervisors to provide technical assistance in the areas of curriculum and instruction.
- Develops pre-service training workshops for new facility instructional staff and monitors facility in-service training sessions to ensure continued upgrading of facility instructional and supervisory personnel.

- Provides training for instructors and supervisors in the teaching of vocational competencies.
- Identifies and provides resources for in-service training for vocational instructors.
- Reviews and evaluates vocational curriculum and materials and makes recommendations to facility instructional staff.

Provides direction to facilities in the areas of staff recruitment and performance reviews and evaluations.

- Develops guidelines to be utilized by the facilities in the recruitment of vocational staff.
- Makes recommendations to the facilities concerning the hiring of vocational staff in accordance with Department guidelines.
- Evaluates and reviews facility vocational staff work, makes recommendations relative to improving instruction, and initiates corrective measures as necessary.

Assists in the preparation of the budget for the vocational education program.

Establishes guidelines for the annual budget preparation, relative to a facility's vocational program.

Prepares an annual preliminary budget request for the vocational education units, and submits same to the Director of Correctional Education programs for review and approval.

Assists in the coordination of volunteer programs affecting incarcerated individual education.

Meets with appropriate departmental staff and outside groups to aid in the development and implementation of volunteer programs which will be of use to the vocational program.

Assistant Director of Correctional Academic Education

Assists the Director of Correctional Education Programs in the development and implementation of policies and procedures relating to Statewide academic education program.

- Performs extensive reviews of facility academic education programs to determine the effectiveness of existing policies and procedures, and the level of facility adherence.
- Based upon the results of facility reviews, makes recommendations to the Director relative to changes and/or improvements to existing policies and procedures.

- Disseminates approved policy and procedural changes to appropriate academic staff and provides technical assistance to facilities in their interpretation and implementation.
- Ensures that the Director is kept informed of all problems which occur relative to facility adherence to established policies and procedures.
- Implements corrective measures as necessary.

Plans and develops a comprehensive academic education program to meet the varied academic education needs of the incarcerated population, including all specialized populations.

- Reviews and evaluates facility academic education progress reports in line with incarcerated individual program needs and expectancies.
- Performs on-site visitations to determine the effectiveness of existing programs and discusses ongoing problems or program recommendations with facility academic staff.
- Based upon information obtained from reviews, develops new or revised academic programs, and recommendations for the abolishment of ineffective programs.
- Supervises Central Office academic staff in the development of formalized curricula for new or revised programs.
- Maintains a continual review mechanism to ensure consistency of programming Statewide.

Supervises subordinate staff.

- Provides supervision, guidance, and oversight to subordinate staff, and intervenes and resolves problems as necessary.
- Determines and oversees staff assignments.
- Approves leave and tracks time and attendance.
- Reviews, monitors, and evaluates staff performance.
- Completes performance evaluations.
- Identifies training needs and arranges for provision of training.
- Manages and directs program activities by setting priorities and deadlines.

Directs facility academic education staff in the implementation and execution of academic education programs.

- Confers with facility academic staff to coordinate implementation of new programs and ensure compliance with Department and Education Division policies.
- Provides technical assistance to facility supervisory academic staff to ensure facility level coordination among various academic program components.
- Reviews facility academic programs and recommends changes and improvements in instruction, equipment, classroom or class size, curriculum, and procedures, according to appropriate educational field.
- Determines suitability of new technological applications to meet institution program needs and incarcerated individual training consistent with workforce trends.
- Establishes program priorities to be adhered to by facilities.

Provides technical assistance and training to unit and facility staff relative to academic curricula and instruction.

- Assigns staff to meet with, or, as appropriate, meets individually and in groups with facility academic teachers and supervisors to provide technical assistance in the areas of curriculum and instruction.
- Develops pre-service training workshops for new facility teaching staff and monitors facility in-service training sessions to ensure continued upgrading of facility instructional and supervisory personnel.
- Provides training for teachers and supervisors in the teaching of academic competencies.
- Identifies and provides resources for in-service training for teachers.
- Reviews and evaluates academic materials and makes recommendations to facility teaching staff.

Provides direction to facilities in the areas of staff recruitment and performance reviews and evaluations.

- Develops guidelines to be utilized by the facilities in the recruitment of academic staff.
- Makes recommendations to the facilities concerning the hiring of academic staff in accordance with Department and State Education Department guidelines.

- Evaluates and reviews facility academic staff work, makes recommendations relative to improving instruction, and initiates corrective measures as necessary.

Assists in the preparation of the budget for the academic education program.

Establishes guidelines for the annual budget preparation, relative to a facility's academic program.

Prepares an annual preliminary budget request for the academic education units, and submits same to the Director of Correctional Education Programs for review and approval.

Assists in the coordination of volunteer programs affecting incarcerated individual education, such as post secondary correctional education programs.

- Meets with appropriate departmental staff and outside groups to aid in the development and implementation of volunteer programs which will be of use to the academic program.
- Performs periodic reviews of volunteer programs relating to academic education to determine their effectiveness and outcomes.
- Develops recommendations concerning the establishment, abolishment or revision of volunteer programs relating to academic education.

Minimum Qualifications

Assistant Director of Correctional Vocational Education

Promotion: one year of permanent service as an Occupational Regional Supervisor; or two years of permanent competitive service as an Education Supervisor (Vocational).

Assistant Director of Correctional Academic Education

Promotion: one year of permanent service as a Coordinator Special Education, Coordinator Title 1 Programs, Curriculum Content Coordinator, or Education Director 1 or 2; or two years of permanent service as an Education Supervisor (General).

Open Competitive: master's degree in education and five years of experience in the field of education, of which two years must be academic experience in a multi-faceted academic program dealing primarily with adults.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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