

CORRECTIONAL EDUCATION SPECIALIST

GENERAL STATEMENT:

Responsible for educational duties in the Correctional Education Division including the Texas Department of Criminal Justice.

REPORTS TO:

Associate Vice President of TDCJ Correctional Programs

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree. Demonstrated competencies in a college teaching field preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Ten (10) years office experience. Correctional institution experience required. Advisement and counseling experience preferred.

OTHER:

Good leadership skills. At least five (5) years experience with computers; Prefer experience on Microsoft Office (Word, Access, PowerPoint, Front Page, Publisher). Good with detail work and self-motivated to assume responsibility for deadlines and working well with fellow educators and college students.

DUTIES AND RESPONSIBILITIES:

- Provide advisement regarding career opportunities, course selection and college requirements.
- Assist with registration and testing for special and required tests.
- Additional duties may include: maintaining student databases, corresponding with TDCJ/WSD unit personnel, entering data into the AS400 mainframe, setting up files, working with Enrollment Coordinators, and providing support and assistance for all TVCC correctional education programs.
- TDCJ onsite duties may require substituting, when feasible, for vocational instructors or proctors on units during scheduled class hours.
- Assist the Associate Vice President of TDCJ Correctional Programs with daily duties, problem solving and administrative coordination.
- Other duties as assigned by the Associate Vice President of TDCJ Correctional Programs.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment. May be required to work irregular evening or weekend hours.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 05/1/12

JD245