

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Educational Supervisory/Administrative

SERIES NO.:

6963

MAJOR AGENCIES: Mental Health, Mental Retardation
& Developmental Disabilities, Rehabilitation & Correction,
Veterans' Children's Home, Youth Services**EFFECTIVE DATE:**

03/07/2004

SERIES PURPOSE:

The purpose of the educational supervisory/administrative occupation is to develop & implement academic & vocational education programs to meet the needs of youths, inmates, residents or consumers housed in one or more assigned state facility & to supervise assigned educational personnel.

CLASS TITLE:

Teaching Supervisor 1

CLASS NUMBER:

69631

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The first supervisory level class works under general direction & requires thorough knowledge of developmental & learning theory, vocational or academic processes & techniques, supervision theory & practice & curriculum design in order to develop & implement goals, objectives & curriculum for specific subject area of vocational or academic program or functional area & to supervise teaching personnel in assigned institution.

CLASS TITLE:

Teaching Supervisor 2

CLASS NUMBER:

69632

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of developmental & learning theory, vocational &/or academic processes & techniques, supervision theory & practice & curriculum design in order to direct, develop & implement goals, objectives & curriculum for all aspects of vocational &/or academic department for assigned institution & to supervise subordinate teaching personnel which may include lower-level teaching supervisors.

CLASS TITLE:

Assistant Principal

CLASS NUMBER:

69634

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The first managerial level class works under administrative direction & requires extensive knowledge of developmental & learning theory, supervision/administrative theory & practice, curriculum design & evaluation, school finance & economics, staff personnel services, school law & policy planning in order to assist in the overall management of the assigned institution's educational programs & to assist in supervising faculty personnel.

CLASS TITLE:

Principal

CLASS NUMBER:

69636

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The second managerial level class works under administrative direction & requires extensive knowledge of developmental & learning theory, administrative theory & practice, curriculum design & evaluation, school finance & economics, staff personnel services, school law & policy planning in order to plan, direct, develop & monitor entire school program for

assigned institution & to supervise all subordinate faculty personnel, or plan & direct development, functioning, staffing & budgeting of all educational programs & activities of 2-5 adult correctional institutions in assigned region & supervise assigned teaching supervisory personnel.

CLASS TITLE: Teaching Supervisor 1	CLASS NUMBER: 69631	BARGAINING UNIT: EX
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Develops & implements objectives, goals & curriculum for specific subject area of vocational or academic program or for functional area such as remedial reading (e.g., prepares teachers' schedules; assists in developing lesson plans; prepares budget &/or project/grant applications & monitors or maintains financial records; determines instructional materials required; conducts in-service staff training; interprets departmental policies; evaluates program activities & prepares evaluation reports & summaries; participates in departmental & interagency meetings; maintains equipment & supply inventories; interviews prospective employees) & supervises & evaluates assigned teaching personnel in assigned institution.

Schedules, interviews, selects & classifies students; supervises writing of student reports & maintains records; counsels &/or disciplines students; conducts conferences with teachers & students regarding student's behavior & disciplinary action; maintains & supervises testing program; writes individualized education plans based upon student needs; teaches or substitute teaches students.

MAJOR WORKER CHARACTERISTICS:

Knowledge of developmental & learning theory; vocational or academic processes & techniques; supervision theory & practice; curriculum design; counseling; budgeting*. Skill in use of educational aids. Ability to deal with large number of variables & determine specific course of action; develop meaningful, accurate & concise records & reports; prepare &/or review & edit lesson plans; handle sensitive contacts with & inquiries from faculty, other governmental personnel & public & establish good rapport with students.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

For all departments except Department of Rehabilitation & Correction, requires current appropriate type of Supervisory/Administrative Certificate as required & issued by the Ohio Department of Education.

For Department of Rehabilitation & Correction, requires current Elementary or Secondary Teacher Certificate, issued by Ohio Department of Education; 12 mos. work experience in adult correctional facility.

-Or current Secondary Vocational Teacher Certificate, issued by Ohio Department of Education; 12 mos. work exp. in adult correctional facility.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Provisional certificate must be renewed in accordance to Sections 3301-23-22 of the Ohio Administrative Code.

UNUSUAL WORKING CONDITIONS:

May be exposed to potentially dangerous inmates, consumers or students or erratic behavior of residents.

CLASS TITLE: Teaching Supervisor 2	CLASS NUMBER: 69632	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs, develops & implements goals, objectives & curriculum for all aspects of vocational &/or academic department for assigned institution (e.g., directs & monitors class scheduling; recommends changes to administrative policy; writes grants for educational programs; coordinates educational or vocational activity with other agencies; interviews prospective teaching personnel; establishes vocational or academic policies & procedures in keeping with requirements set by Department of Education &/or federal court order; reviews & orders necessary institutional materials, equipment & supplies; conducts staff meetings & classroom visitations; supervises & maintains school records as mandated by state & federal law) & supervises & evaluates assigned teaching personnel.

Counsels students with vocational academic & behavior problems; disciplines students; administers college entrance examinations; confers with parents on student progress; attends professional clinics & various meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of developmental & learning theory; vocational &/or academic processes & techniques; supervisory theory & practice; curriculum design; counseling; budgeting*. Ability to deal with large number of variables & determine specific course of action; develop meaningful, accurate & concise records & reports; plan & evaluate curriculum to meet needs of student population; handle sensitive contacts with & inquiries from faculty, other governmental personnel & public & establish good rapport with students.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

For all departments except Department of Rehabilitation & Correction, requires current appropriate type of Supervisory/Administrative Certificate as required & issued by the Ohio Department of Education; 12 mos. exp. in supervisory or administrative capacity in academic or vocational education program.

For Department of Rehabilitation & Correction, requires current Elementary or Secondary Teacher Certificate, issued by Ohio Department of Education; 12 mos. work exp. in adult correctional facility.

-Or current Secondary Vocational Teacher Certificate, issued by Ohio Department of Education; 12 mos. work exp. in adult correctional facility.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Provisional certificate must be renewed in accordance to Section 3301-23-22 of the Ohio Administrative Code.

UNUSUAL WORKING CONDITIONS:

May be exposed to potentially dangerous inmates, consumers or students or erratic behavior of residents.

<u>CLASS TITLE:</u> Assistant Principal	<u>CLASS NUMBER:</u> 69634	<u>BARGAINING UNIT:</u> EX
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists principal or education administrator in overall management of assigned institution's education programs (e.g., assists in developing & monitors curriculum of instructors; assists in formulation of policy; creates & implements special programs; assists in budget preparation & grant application; develops procedures for or oversees enrollment, scheduling, record keeping & preparation of transcripts; reviews & evaluates performance of teaching personnel), monitors daily school activities, supervises assigned educational personnel & support personnel (e.g., teachers, teaching supervisors, guidance counselor, clerical/secretarial staff, teacher aides) & assumes responsibilities of principal in his/her absence when assigned.

Assists in maintaining security & discipline; provides custody/security instructions for instructors; acts as liaison with outside & educational facilities; provides career & educational advice & guidance to inmates; gives speeches to outside groups; serves on committees; counsels students with behavior problems; investigates staff &/or student conflicts & recommends or takes appropriate action; oversees orientation of new staff &/or inmates.

MAJOR WORKER CHARACTERISTICS:

Knowledge of developmental & learning theory; supervision/administrative theory & practice; curriculum design & evaluation; school finance & economics; staff personnel services; school law; policy planning. Ability to deal with large number of variables & determine specific course of action; develop meaningful, accurate & concise reports & records; plan & evaluate curriculum to meet needs of student population; handle sensitive contacts with & inquiries from faculty, other governmental personnel & public & establish good rapport with students.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current appropriate type of Supervisory/Administrative Certificate as required & issued by the Ohio Department of Education.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Provisional certificate must be renewed in accordance with Section 3301-23-22 of the Ohio Administrative Code.

UNUSUAL WORKING CONDITIONS:

May be exposed to potentially dangerous inmates, students or consumers or erratic behavior of residents.

CLASS TITLE: Principal	CLASS NUMBER: 69636	BARGAINING UNIT: EX
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, directs, develops & monitors entire school program for assigned institution (e.g., establishes school policies & procedures in accordance with institution, agency & Department of Education rules & regulations; coordinates curriculum planning & scheduling of programs; evaluates performance of professional staff; recruits & recommends hiring of all educational personnel; conducts staff meetings; provides motivation, guidance & counseling to staff; assists in negotiating personal service contracts; develops & oversees procedures for student control, testing, guidance & scheduling; oversees application for & operation of federal grants; oversees student record keeping, reports & procedures; certifies student promotions & graduation); or plans & directs development, functioning, staffing & budgeting of all educational programs & activities of 2-5 adult correctional institutions in assigned region to ensure compliance with state & federal guidelines & standards & supervises assigned teaching supervisory personnel.

Maintains statistical data & prepares reports, grant applications & budgets; acts as spokesperson for institution concerning educational matters; oversees ordering of equipment & supplies; attends meetings & conferences; serves on committees; plans & conducts in-service training for faculty; oversees school facilities & recommends repairs &/or improvements; investigates staff &/or student conflicts & takes corrective action; oversees fire & disaster drills; participates & provides guidance in all audits & reviews which affect educational programs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of developmental & learning theory; supervision/administrative theory & practice; curriculum design & evaluation; school finance & economics; staff personnel services; school law; policy planning. Ability to deal with large number of variables & determine specific course of action; develop meaningful, accurate & concise reports & records; plan & evaluate curriculum to meet needs of student population; handle sensitive contacts with & inquiries from faculty, other governmental personnel & public & establish good rapport with students.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current appropriate type of Supervisory/Administrative Certificate as required & issued by the Ohio Department of Education; 2 yrs. exp. in supervisory or administrative capacity in academic or vocational education program. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Provisional certificate must be renewed in accordance to Section 3301-23-22 of the Ohio Administrative Code.

UNUSUAL WORKING CONDITIONS:

May be exposed to potentially dangerous inmates, students or consumers or erratic behavior of residents.