



TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

DIRECTOR OF CORRECTIONAL EDUCATION

PAY - \$90,000

JOB TYPE - Full Time

DEADLINE - Open until filled

LOCATION - Ontario, Oregon

DEPARTMENT - Corrections

REPORTS TO - Vice President of Academic Affairs

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employee's contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY

The Director of Correctional Education will be responsible for planning, organizing, and managing the education and workforce training programs at the Northwest Center Campus, located at Snake River Correctional Institution. The Director is also responsible for oversight of the employee(s) and program at Warner Creek Correctional Facility.

QUALIFICATIONS

MANDATORY: Bachelor's degree in Education / Adult Education / Public Administration or related field with over three years related work experience in Education/Adult Education/ Corrections, Public Administration

or related field. Must be able to demonstrate at least two years' supervisory/leadership experience and the knowledge, skills and ability to perform the duties of the position.

Broad knowledge of program management, accounting and budget and contract development and administration required. Must have knowledge of adult education principles, personnel supervision, curriculum development, program evaluation techniques and computer applications software. Documented ability to plan and implement instructional programs appropriate to adult learners, and ability to relate to students of various ages, ethnic backgrounds, and abilities. Security access to SRCI and WCCF required. Must be able to work a flexible schedule including late afternoons and evenings, as needed.

PREFERRED: Master's degree in Education / Adult Education / Public Administration. Other desired qualifications include previous working experience within a correctional facility; teaching experience in a secondary classroom, community college, Adult Basic Skills Development and/or Corrections Education program; experience in cooperative learning environments; knowledge of strategies and techniques to instruct students with varying learning styles. Bilingual (Spanish/English) preferred.

SPECIAL: Must be able to pass and maintain the state required security clearance and be approved to enter Oregon Department of Corrections facilities.

ESSENTIAL FUNCTIONS

- Supervise program personnel in corrections education and workforce training programs, which include scheduling, training, assigning and reviewing work, performance evaluation and various personnel actions.
- Maintain communication channels and relationships with SRCI personnel, TVCC Administration, DOC and other correctional facility staff, as well as other community colleges regarding curriculum, budgets, programs and other workforce education issues. In cooperation with the TVCC faculty and staff, develop and revise ABSD (Adult Basic Skills Development), WBE (Work Based Education), and short-term programs for SRCI Adults in Custody. Assess compliance with State Department of Education regulations.
- Work with the Vice President of Academic Affairs and/or Dean(s), the Oregon Department of Corrections and the Federal Department of Education to oversee College level courses offered at SRCI and WCCF.
- Serve as liaison between DOC staff and the college.
- Prepare the biennium budget and approve and monitor expenditures for compliance within approved budget. Develop alternative funding sources and pursue funds as available and appropriate.
- Supervise GED Testing Sites and personnel. Host and oversee the annual graduation ceremony(ies) for each institution.
- Maintain awareness of trends and issues as they relate to corrections education and training.
- Resolve security and conflict issues involving education faculty, staff, students and student aides in cooperation with SRCI security personnel.
- Prepare, or direct in the preparation of necessary reports and records regarding Adult in Custody programs.
- Identify, research, and recommend workforce training opportunities with area business and industry.
- Provide leadership and promote the mission and values of the College, SRCI, and DOC.
- Understand and abide by College and Oregon DOC policies and regulations; ensure compliance with all laws, safety and security rules/procedures.
- Supervise the creation of publication and/or promotional materials as needed and appropriate.
- Respond to emergency situations within the education department, which requires wearing a body alarm or pager.
- Act as a representative for management in collective bargaining sessions related to the education department and collaborate with union representatives to negotiate terms, resolve disputes, and ensure fair employment practice. Ensure all educational programs and staff conduct adhere to union agreements and legal requirements. Implement policies in alignment with negotiated agreements while maintaining program efficiency.
- Address labor disputes or grievances related to educational staff in coordination with HR and union representatives and foster a collaborative environment between management and bargaining staff.

There is an expectation that the Director will be on-site each day and conduct monthly/bimonthly visits to WCCF in Lakeview, Oregon. Travel is paid for by the College.

TERMS OF EMPLOYMENT

This is a full-time, Professional (exempt), grant-funded position.

WORKING CONDITIONS

The work sites are within correctional facilities. The actual office environment is typical of most offices. However, the noise level in the work area is louder than most office environments with metal doors and loudspeakers, in addition to telephone, personal interruptions and other office background noises.

The position is funded by an intergovernmental cooperative service agreement contracted with Oregon Dept. of Corrections. The person staffing this position will work within the confines of Snake River Correctional Institution and Warner Creek Correctional Facility and must pass all security screening criteria as established by the OR DOC, WCCF and SRCI prior to and during the term of employment. This position is completely dependent upon sufficient available funds from OR DOC to support the position and is subject to termination in accordance with the terms and conditions of the Intergovernmental Cooperative Education Services Agreement between TVCC and DOC. SRCI and WCCF are drug free/tobacco free institutions.

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.