

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **CORRECTIONAL SCHOOL SUPERINTENDENT**

### **Basic Purpose:**

Positions in this job are responsible for administration of the department's inmate education programs.

### **Typical Functions:**

- Administers a statewide educational program for the department's incarcerated offender population; plans and directs educational, vocational and leisure library programs in each adult correctional facility; ensures that programs meet the education standards of the Oklahoma Department of Education, the Oklahoma State Department of Libraries and any other appropriate accreditation association standards.
- Assesses curriculum, staff, program and physical facility needs and makes recommendations to department administrators; develops, prepares and manages the annual budget for the educational and library grants, ensuring the grants are in compliance with federal, state and department guidelines.
- Provides direction and leadership to educational staff; conducts staff meetings with school principals concerning school curriculum and administrative, personnel and supply needs and problems; conducts in-service workshops to ensure staff educational development; provides for the regular review and evaluation of personnel performances.
- Attends legislative committee meetings on education; assists in preparing legislation for department educational programs for presentation to the legislature; advises supervisor of pending legislation that may impact educational programs of the department.
- Serves as liaison to the state Department of Education and other state/federal agencies concerning adult correctional educational programs; interprets the educational program of the department to the general public and to civic and professional organizations; maintains necessary records.

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### **Knowledge, Skills, and Abilities:**

Knowledge of Oklahoma Statutes governing the operation and administration of schools; of current principles and techniques of school organization and administration; of academic and vocational subjects and their relation to special educational programs. Ability to develop, plan and coordinate educational programs; to ensure curricula meets student needs; to conduct program evaluation; to communicate effectively both orally and in writing; to establish and maintain effective working relationships.

### **Education and Experience:**

Statutorily Required: Valid school superintendent certificate as defined in Title 70 O.S. 6-189, master's degree, such other professional education and requirements as may be fixed by the State Board of Education, and a minimum of two (2) years' successful teaching, supervisory or administrative experience in public schools.

Minimum Qualifications: see statutory requirements

Preferred Qualifications: Doctoral degree in education or a closely related field and three (3) or more years experience as a school superintendent, assistant superintendent, principal, or other comparable school administrator.