

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **Program Development Specialist**

### **Basic Purpose:**

Positions in this job are assigned responsibilities involving the state-wide training and development of employees and volunteers facilitating cognitive behavioral and/or other specialized programming to offenders located at multiple facilities. This includes evaluating and determining offender programmatic needs, preparing curriculum and training materials, conducting facilitator trainings, post training quality assurance and fidelity of curriculum delivered.

### **Typical Functions:**

- Provides training and instruction to staff and volunteers in the delivery of specialized core components of offender programming such as, but not limited to, cognitive behavioral interventions, effective communication, life skills management, social skills development, anger management, aggression replacement training, and problem solving.
- Conducts offender facilitator analyses and assessments to evaluate facilitator training needs at multiple facilities.
- Designs, develops and updates offender program facilitator training courses and curriculum; conducts research as necessary; prepares lesson plans, facilitator and participant manuals, videos and graphics.
- Prepares facilitator training reports and maintains a training record on participants.
- Schedules and coordinates training sessions and locations.
- May provide supervision to other offender facilitator trainers in planning and conducting training opportunities.
- Acts as a liaison with offender program facilitators and department staff.

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

Knowledge of core correctional practices; cognitive behavioral modality of program delivery; leadership and organizational development principles; problem solving; group facilitation and conflict resolution techniques. Ability is required to conduct classroom training, workshops or seminars; to communicate effectively both orally and in writing; to prepare lesson plans and other training materials; to establish and maintain effective relationships with others; to conduct research using the internet and other resources.

Oklahoma Department of Corrections  
Unclassified Job Descriptor

**Program Development Specialist**

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: A bachelor's degree in psychology, sociology, social work, criminology, counseling, adult education, criminal justice administration, public administration, or related field and four (4) years of professional level correctional experience or an equivalent combination of education and experience.

Preferred Qualifications: Experience with training groups in the delivery of cognitive behavior modification programs or correctional treatment programs.

**Special Requirements:** Extensive travel and occasional overnight stays are required. In order to perform necessary travel, applicants must possess a valid driver's license at the time of appointment and retain a valid driver's license while assigned to this job classification.