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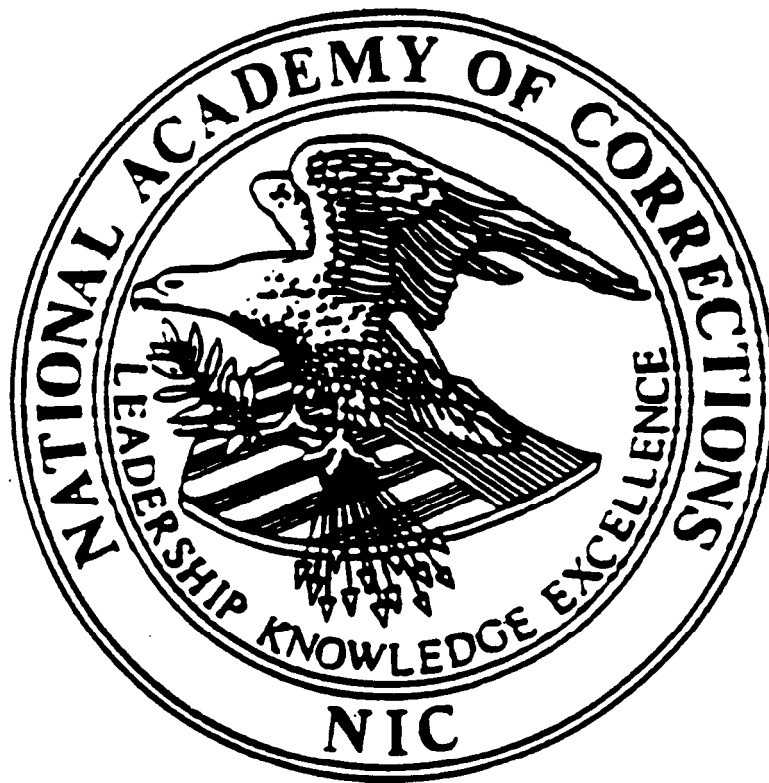
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# COMPETENCY PROFILE OF CORRECTIONAL EDUCATOR

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Sponsored by



**U.S. DEPARTMENT OF JUSTICE**  
National Institute of Corrections

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July 1991

# CORRECTIONAL EDUCATOR

... develops, implements, and coordinates education programs (i.e., academic skills, vocational skills, self/career awareness skills, living/social skills, global/cultural awareness skills) for students in correctional education settings

## Duties



|   |  |  |  |  |   |  |
|---|--|--|--|--|---|--|
| A | Maintain Security                                  | A-1 Enforce Policies & Procedures                              | A-2 Establish & manage effective class-room behavior     | A-3 Police & secure work area                      | A-4 Develop & maintain constant professional vigilance  | A-5 Detect & respond to behavioral changes                 |
| B | Develop/modify programs for special needs students | B-1 Conduct needs assessment                                   | B-2 Define parameters for enrollment/scheduling/staffing | B-3 Apply assessment(s) to program development     | B-4 Develop course of study                             | B-5 Develop curriculum                                     |
| C | Implement education programs                       | C-1 Create a positive learning environment (eg. bulletin bds.) | C-2 Prepare work area for instruction                    | C-3 Provide instruction                            | C-4 Manage learning activities                          | C-5 Monitor student progress                               |
| D | Develop & perform assessments                      | D-1 Select/develop instruments for desired skills/knowledge    | D-2 Conduct appropriate assessment(s)                    | D-3 Analyze/interpret results                      | D-4 Summarize & report assessment data                  | D-5 Share/discuss data & applications w/ students & others |
| E | Conduct administrative functions                   | E-1 Maintain records   | E-2 Write student evaluations                            | E-3 Participate in student enrollments & referrals | E-4 Participate in development of policies & procedures | E-5 Participate in meetings                                |
| F | Manage materials/equipment                         | F-1 Evaluate materials & equipment                             | F-2 Order materials & equipment                          | F-3 Create instructional materials                 | F-4 Monitor materials & equipment                       | F-5 Maintain materials & equipment                         |
| G | Explore & acquire alternative resources            | G-1 Research/write for grants                                  | G-2 Contact community resources                          | G-3 Conduct public relations activities            | G-4 Use professional networks & services                |  |
| H | Maintain professional competence                   | H-1 Learn diverse cultural & special needs standards           | H-2 Demonstrate positive work ethic & behavior           | H-3 Keep abreast of new trends & models            | H-4 Foster positive relationships                       | H-5 Conduct needs assessment for professional growth       |
| I | Train/supervise others                             | I-1 Train/supervise inmate workers                             | I-2 Supervise volunteers                                 | I-3 Conduct professional training                  |   |  |
|   |  |  |  |  | 010551  | 11-12-92   |

July 1991  
Boulder, Colorado

Tasks 

|  |  |  |                                     |   |  |  |
|--|--|--|-------------------------------------|---|--|--|
| <b>A-6 Maintain interdepartmental communication</b>    | <b>A-7 Perform security functions (routine/crisis)</b> |  |                                     |   |  |  |
| <b>B-6 Review/revise programs</b>                      | <b>B-7 Lobby for support for new/revised programs</b>  |  |                                     |   |  |  |
| <b>C-6 Provide appropriate student reinforcement</b>   |  |  |                                     |   |  |  |
| <b>D-6 Keep abreast of new assessment instruments</b>  |  |  |                                     |   |  |  |
| <b>E-6 Receive &amp; respond to communication</b>      | <b>E-7 Prepare budget requests</b>                     | <b>E-8 Maintain budget</b>                             | <b>E-9 Prepare reports</b>          | <b>E-10 Coordinate programs with internal/external services</b> |  |  |
| <b>F-6 Conduct periodic inventories</b>                |  |  |                                     |   |  |  |
|  |  |  |                                     |   |  |  |
| <b>H-6 Join/participate in professional activities</b> | <b>H-7 Maintain/update certifications</b>              | <b>H-8 Plan &amp; participate in staff development</b> | <b>H-9 Update security training</b> |   |  |  |
|  |  |  |                                     |   |  |  |
|  |  |  |                                     |   |  |  |

## Traits & Attitudes

|                     |             |
|---------------------|-------------|
| Empathetic          | Affirming   |
| Creative            | Open-minded |
| Resourceful         | Caring      |
| Ethical             | Dedicated   |
| Persuasive          | Trustworthy |
| Influential         | Diligent    |
| Flexible            | Persistent  |
| Tactful             | Intuitive   |
| Dependable          | Perceptive  |
| Punctual            | Adaptable   |
| Analytical          |             |
| Self-motivated      |             |
| Energetic           |             |
| Patient             |             |
| Cooperative         |             |
| Optimistic          |             |
| Sincere             |             |
| Credible            |             |
| Assertive           |             |
| Resilient           |             |
| Fair                |             |
| Emotionally stable  |             |
| Professional        |             |
| Change-oriented     |             |
| Sense of humor      |             |
| Positive role model |             |

## Knowledge and Skills

*Knowledge of:*  
Self  
Adult/Juvenile Learning Theory  
Policies and Procedures  
Subject matter  
Criminal Justice System  
Testing instruments  
Assessment tools  
Group dynamics  
Agency mission/goal  
Available resources  
Stress management techniques  
Cultural and ethnic differences  
Contraband/substance abuse  
Diverse/special needs population  
Health related issues

*Skills in:*  
Interpersonal communication  
Communication (written/oral)  
Organizing  
Research  
Leadership  
Intercultural communicating  
Public relations  
Managing change  
Crisis management  
Critical thinking  
Self-defense

## Tools and Equipment

Computers/P.C.'s/electronic paraphernalia  
Assessment equipment/machines  
Audio visual aids and equipment  
Specialized equipment/props  
Office supplies/equipment  
Reference materials  
Keys & locks  
Weapons

DACUM Facilitators  
from the  
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Ida Halasz, Ph.D.  
Steve Swisher

## CORRECTIONAL EDUCATOR Panel Members

Robert Perez  
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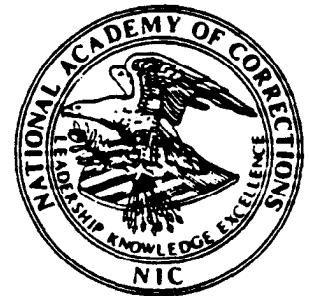
Gary Westford  
Comm. College Instructor  
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Eastern Corr. Institute  
Westover, MD

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S.D. State Penitentiary  
Sioux Falls, SD

Organized by:

Dr. Dianne Carter  
President  
National Academy of Corrections



U.S. Department of Justice  
National Institute of Corrections