



## **Post-Secondary Education Coordinator**

**Davidson County, Central Office**

**Position Title:** Post-Secondary Educational Coordinator (Correctional Program Support Coordinator)

**Salary Range:** Grade 109, \$4,120 - \$7,417 per month.

### **About the Agency:**

The mission of the Tennessee Department of Correction (TDOC) is to operate safe and secure prisons and provide effective community supervision in order to enhance public safety. The department manages and operates or oversees 14 state prisons housing approximately 21,000 offenders. In addition, the department supervises some 79,000 offenders on probation, parole, or community correction and operates six Day Reporting/Community Resource Centers across the state. The department is fully accredited by the American Correctional Association (ACA).

### **Position Responsibilities:**

This position will function as the Post-Secondary Education Program Coordinator for the Tennessee Department of Correction (TDOC). The person selected will develop, implement and provide oversight of post-secondary educational program(s) for individuals in the custody of the Tennessee Department of Correction (TDOC). They will also be working with other state agencies, accredited colleges, universities, career and technical schools, seminaries, institutes of technology or other facilities that offer a degree or a certificate to establish post-secondary education opportunities for the TDOC population. In addition, the coordinator will identify, assist in application for, and administer all educational grant processes. They will also ensure compliance with the district, state, federal and other funder guidelines. This position will work personally with leaders in the business and government world, cultivating long-term strategic partnerships and grantor relationships to increase TDOC's effectiveness in serving unmet needs.

This position reports to the TDOC Superintendent of Education. Extensive travel and occasional overtime required.

Duties and responsibilities include:

- Develop long-range post-secondary educational program plans.
- Plan the scheduling of events and delivery of services to achieve program goals.
- Collect data and/or conduct surveys on all areas of program activities for evaluation of program effectiveness.
- Provide counsel to faculty, staff and students on policies, procedures and services.
- Develop and establish policies/procedures for implementation as applicable to the program.
- Organize and/or attend seminars and workshops.
- Respond to and resolve problems of program participants through vocational, career and academic counseling.
- Collect data for program progress and/or statistical reports for College/university administrators, counselors and/or faculty.
- Write and prepare presentations as necessary.
- Perform related duties as assigned.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

**Qualifications:**

- Requires a Bachelor's Degree, preferably in education related area with minimum (2) years' experience in related work in planning, organizing, or evaluating education programs
- Ability to collaborate with a variety of community partners and post-secondary institutions
- Strong written and oral communication skills
- Possess excellent interpersonal skills
- Be proficient with the Microsoft Office Suite
- Be able to prioritize conflicting needs and handle matters expeditiously, proactively, and confidentially

To apply, submit the following to Kathryn Gant at [Kathryn.gant@tn.gov](mailto:Kathryn.gant@tn.gov) by the close of business on August 12, 2019:

- Cover Letter
- Complete resume reflecting education and specific positions held
- Include information relative to the qualifications listed above

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