

## **Pinal County Schools** **Job Description**

**Job Title:**

**Department:** Secure Care – Youth Justice Center and Pinal County Adult Detention Facility

**Reports to:** Secure Care Program Coordinator

**FLSA Status:** Non -Exempt

**Summary**

Coordinates special education programs in the detention center schools, public agencies, and state institutions to teach students with mental or physical disabilities.

Formulates policies and procedures for new or revised programs or activities such as screening, placement, education, and training of students.

Evaluates special education programs to ensure that objectives for student education are met.

Interprets laws, rules, and regulations to students, parents, and staff.

Prepares reports for federal, state, and local regulatory agencies.

Contracts with agencies for needed services such as residential care.

Administers achievement tests to measure student level of performance.

Teaches one or more subjects and program modules to incarcerated youth and adults by performing the following duties:

Assures student learning by engaging students during lectures, demonstrations, and web based instruction.

Follows curriculum guidelines and requirements of state and school. All curriculum will be aligned with Arizona State Collage and Career Readiness Standards.

Requests all student records.

Implements the Hope/Esperanza School Career Transition Program and other supplemental educational needs.

Adheres to all GED Program instruction, testing and implementation requirements.

Administers tests to evaluate pupil progress, records results, maintains grades, and issues reports to inform parents/home/school/court personnel of student progress.

Maintains all student academic and attendance files/records.

Implements effective classroom management strategies.

Meets with appropriate entities to discuss student progress and problems.

Participates in faculty and professional meetings, educational conferences, and teacher training workshops.

Performs related duties such as counseling students to assist them in making appropriate behavioral choices and adjustments, providing supplemental assistance to address academic problems and assisting with the exploration of transition options and opportunities for each student.

Collaboration: Works with the Secure Care Program Coordinator and/or Program Consultant to implement special education services to both juvenile and adult populations. Collaborate and have open communication with the detention staff at PCSO.

Complies with directives given by Detention Staff.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Design - Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities;

Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens well and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views;

Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well;

Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; identifies external threats and opportunities.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree (B. A.) in Education from four-year accredited college or university is the minimum requirement. Must be certified to teach K-12 and/or ABE by the Arizona dept. of education. Ideal experience includes working in a secure care setting, in addition to local educational institution experience.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

### **Mathematical Skills**

Ability to work with mathematical concepts.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software; Excel spreadsheet, software and Microsoft word Processing software and Power School software.

### **Certificates, Licenses, Registrations**

Must hold a current valid AZ teaching certificate in Education.

Must possess a Arizona Dept. of Public Safety Fingerprint Clearance Card; pass Pinal County Education Service Agency Background check, and in addition to Pinal County Sheriff's Office Background Check. Individual must obtain and maintain clearance to enter detention facilities.

Must possess a current valid AZ driver's license.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.