

Richland County Domestic Relations/Juvenile Court <i>POSITION DESCRIPTION</i>
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POSITION:	Director of Educ. Curriculum	STATUS:	Full time
LOCATION:	Juvenile Justice Center	DEPARTMENT:	Detention Center
SUPERVISOR:	Asst. Detention Director	SUPERVISORY:	No

SUMMARY: Under the direction of Detention Administration, provides curriculum recommendations and planning, individual instruction and supervision for detained youths; prepares and administers lesson plans, records and reports and coordinates such with other local schools. Performs in an advisory role to other teachers and teacher aides in curriculum and/or programmatic matters.

JOB RESPONSIBILITIES:

- Instruction of students in education fundamentals and basic life skills; supervises and monitors students' individual work and progress.
- Recommends, develops and coordinates curriculum and programmatic plans and advice for Detention education program and staff. Refers related purchases, changes, to Asst. Director.
- Assessment of student learning and skill levels and design of appropriate programs.
- Planning and development of student objectives; writes lesson plans, selects materials and textbooks, grades papers, coordinates outside speakers for class programs.
- Maintenance of attendance and scholastic records; prepares reports on student progress and behavior; maintains and submits records and reports as may be required by the Court, the Board of Education, the Ohio Department of Youth Services, etc.
- Counseling of students regarding academic and/or behavioral matters; consults with Detention administration and Detention Officers.
- Maintains classroom discipline in accordance with Detention Administration policy and guidelines.
- In collaboration with public schools, coordinates and facilitates continued homework assignments.

QUALIFICATIONS:

- Bachelor's degree in Education or related field. Prefer State of Ohio Teacher's Certification or licensure (or pursuit of) and two years teaching experience. Combinations of education and experience considered.
- Valid Ohio Driver's License with acceptable driving record as required by the Richland County Risk Management Office.
- History of effective interaction and positive working relationships with supervisors, students, co-workers and the public.

Knowledge of:

- Educational processes, techniques, materials and resources; appropriate subject matter selection and interpretation.
- Public educational system and experience interacting with other school systems.
- Student supervision and instructional techniques.
- Federal and State laws, regulations and ethics pertaining to adolescents and Juvenile Delinquency.
- Ability to:
 - Communicate effectively, facilitate, control and supervise a classroom.
 - Work under potentially stressful conditions.
 - Prepare and maintain lesson plans, records, accurate documentation, define problems, establish facts and draw valid conclusions.
 - Pass a background check including criminal records and drug testing.

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- PERSONAL CONTACTS:** Extensive contact with detained youth and detention staff. Limited contact with Juvenile Court staff. Liaison to local schools and staff.
- WORK HOURS:** Forty-hour workweek, Monday through Friday, generally 7:00 a.m. to 3:00 p.m. Nine month (September-May) schedule.
- UNUSUAL CONDITIONS:** Interaction with detained youth and working within a secured environment. As the position is on a nine month schedule, it is ineligible for vacation benefits and is limited to one (1) personal day per academic year.

— NOTE —

This Position Description is not all-inclusive but is intended to give an overview of the position and some of the responsibilities, qualifications and particulars entailed. Court Administration reserves the right to amend, add to, alter or delete job duties as may be deemed necessary to ensure the efficiency and effectiveness of the operation.

