

Richland County Common Pleas Court –Juvenile Division
POSITION DESCRIPTION

POSITION:	TEACHER	STATUS:	Full-time -Exempt
DEPARTMENT:	Detention	BENEFITS:	Yes
SUPERVISOR:	Detention Director	SUPERVISORY:	No

SUMMARY: Under the direction of detention and court administration, and in compliance with the law, and court policy, procedure, and standards, provides individual and classroom instruction and supervision for detained youths; prepares and administers daily lesson plans, records, grades, and reports, and coordinates such with other local school systems.

RESPONSIBILITIES & REQUIREMENTS:

- An attitude and position of support and cooperation with court administration, supervisors, and co-workers, actively contributing to a positive and productive working environment. Honest and respectful communication, and regular, punctual attendance is required at all times.
- Provides student instruction in fundamental subjects (e.g. English, mathematics, geography, history, reading, social studies, etc.), and basic life skills; supervises, monitors and encourages individual work and progress. Monitors, supervises, and facilitates computer/online learning activities.
- Assesses student learning and skill levels and designs appropriate learning program.
- Plans and develops lesson plans, selects learning materials, textbooks, and/or appropriate computer program, grades papers, and coordinates outside speakers and other classroom projects.
- In a timely and accurate manner, maintains 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, and the Ohio Department of Youth Services.
- Provides weekly lesson plans to detention administration.
- Maintains classroom order and discipline conducive to a learning environment, and in accordance with court and departmental policy and guidelines.
- Supervises and manages the Detention School library, including maintenance of a log book, checking in and out of books, book repair, and shelving returned books.
- Counsels students regarding academic and behavioral matters; consults with detention administration/officers as necessary.
- Obtains, maintains, and applies a working knowledge of court/detention policies, practices, and procedures.
- Completes training and performs other related assignments as may be requested by the court.

QUALIFICATIONS:

- Bachelor's degree in Education or related field. State of Ohio Teacher's Certification or licensure required. Two years teaching experience preferred.
- Experience working with at-risk youth preferred.
- Demonstrated competence in the exercise of sound judgment and working in a team environment.
- History of satisfactory or above standard job performance; and a history of effective, cooperative, and positive working relationships with administration, management, supervisors, co-workers and the public.
- Knowledge of:
 - Federal and State laws, regulations, requirements and ethics pertaining to and dealing with juveniles; Juvenile Court policies, procedures and processes.
 - Educational processes, techniques, materials and resources; appropriate subject matter selection and interpretation; student supervision, instructional, and verbal de-escalation techniques.
 - Public education systems and interaction therewith.
 - General computer skills and educational computer software programs (e.g. "A+").
- Ability to:
 - Pass a background check including criminal records and drug testing.
 - Communicate effectively, honestly, and respectfully at all times, written and orally.
 - Maintain confidentiality, classroom control, and accurate documentation, records, and reports.
 - Perform the duties of the position without posing a direct threat to the employee's own personal safety or the safety of others.
 - Work independently with little or no supervision.
 - Prepare and present lesson plans, define problems, establish facts and draw valid conclusions in a manner to advance student education.

PERSONAL CONTACTS: Extensive direct contact with detained youth and detention staff. Limited contact with other court staff and staff of local schools.

WORK HOURS: Forty-hour work week, usual hours Monday –Friday, 7:00 a.m. to 3:00 p.m. Nine month (Sep-May) schedule, or as determined by administration.

UNUSUAL CONDITIONS: Interaction with potentially volatile youth. Due to partial year schedule, position is ineligible for vacation benefits and is limited to one (1) personal day per academic year.

PHYSICAL DEMANDS: Performance of job duties requires regular standing, sitting, use of hands to finger, handle or feel; reaching with hands and arms; and talking and hearing; also walking, stooping, and bending. Must be able to frequently lift/move up to 10 pounds and occasionally lift/move up to 25 pounds. Position requires close vision, depth perception and ability to adjust focus.

- 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 court operation.

Revised 12/2011