

JOB DESCRIPTION

CONTRACT TEACHER

Lorain/Medina County Community Based Correctional Facility

Reporting Relationship: Position reports to Education/Vocation Coordinator

Work Schedule: Varying work hours including weekends and evening hours may be required.
Hours based upon ABE Grant Funding.

Date Established: 8/97, Rev.: 9/98

This position is based on ABE Grant Funding. It is a contract position which means no taxes are paid or benefits earned.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Overview:

The Teacher shall work with the Education/Vocation Coordinator to gather and assimilate information and to facilitate learning. Overall objective is to provide residents with instruction in all areas of the Education Program, i.e., literacy, General Equivalency Diploma (GED) preparedness, and remediation.

Duties and responsibilities-Illustrative examples:

I. Resident/Program Duties:

- a. Maintains an atmosphere conducive to agency philosophy and humane treatment.
- b. Be aware of resident treatment/rehabilitation plans and needs, and assists the residents working toward completion of contractual objectives.
- c. Develops resources to assist residents with language and/or literacy barriers.

II. Operational Duties:

- a. Develops and implements in-house educational programming which includes, but is not necessarily limited to instruction in remedial education, GED preparation and overcoming literacy.
- b. Administers academic placement testing.
- c. Implements pre- and post-testing methods for assessment of resident's education progress.
- d. Maintains library resources.
- e. Coordinates use of community resources for residents participating in off-site educational programs, i.e., ABE, GED, Secondary and Post-Secondary Education.

- f. Maintains frequent contact with off-site educational providers with whom residents are involved to assess resident's performance and progress and documents such contacts in accordance with established policies and procedures.
- g. Monitors resident's school schedules, both in-house and through community resources, per agency policy.
- h. Assists in the supervision of preparation of monthly Resident Newsletter.
- i. Trains and supervises residents use of Computer-Assisted Instruction (CAI).

III. General Duties:

- a. Understands and adheres to policy and procedural requirements of the C.B.C.F.
- b. Maintains accurate records and submits reports as required.
- c. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the C.B.C.F. Program.
- d. Maintains written materials, audiovisual materials and other supplies needed to carry out the goals and objectives of the Education Department of the C.B.C.F.
- e. Utilizes Computer Assisted Instruction and maintains knowledge of its use. Notifies Education/Vocation Coordinator of equipment of its use. Notifies Education/Vocation Coordinator of equipment malfunction, tampering, and supply needs.
- f. Works with the Education/Vocation Coordinator and Program Director to continuously upgrade education skills of residential population and services designed toward same.
- g. Completes the minimum of number of required hours of in-service training per year. Participates in seminars and continuing education programs when appropriate and feasible. Completes educational/training hours, which may be required to maintain teaching certification.
- h. Performs other duties as assigned.
- i. Researches grant resources and aids in grant writing.

NOTE: This job description shall in no way be construed as a limitation of the authority of supervisory personnel to assign tasks which are not listed in the job duties section to employees under their direct or indirect supervision.

Minimum Requirements:

Education: Bachelors Degree and Valid Ohio Teaching Certificate required. Extensive computer skills required.

Prior Work Experience: Working knowledge of education and training in an **ADULT** environment. Knowledge of social and educational programs of felony offenders, preferred.

Specialized
Skills and
Knowledge:

Ability to plan, organize and administer adult substance abuse programs.

Skill at oral and written communication.

Ability to establish and maintain effective working relationship with clients, community resources, co-workers, etc.

Ability to work under stressful and demanding conditions.

Ability to effectively manage time and organize workload.

Ability to schedule daily, weekly, and monthly work.

Ability to work independently.

Must be dependable, mature, self-starter.

NOTE: Employee is required to maintain current First Aid and CPR certification. Failure to do so may result in disciplinary action being taken up to, and including, termination.

Possession of a valid state of Ohio Motor Vehicle driver's license, automobile liability insurance, automobile and acceptable driving record required.