

JOB DESCRIPTION

EDUCATION COORDINATOR

Lorain/Medina County Community Based Correctional Facility

Reporting Relationship: Position reports to Program Director

Work Schedule: 8:45 a.m. to 5:00 p.m., Monday - Friday
(Varying work hours required which may include weekends and evenings).

Date Established: July 2016

Salaried Position

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Overview:

Under the general direction of the Program Director, the Education Coordinator is responsible for planning and implementing the educational and vocational programs to compliment residents individual case plans and assist in developing education and career objectives. This position carries supervisory responsibilities which includes the direct supervision of the following employees: full time and part time teachers.

I. Duties:

- a.** Administers or oversees administration of academic placement tests to residents.
- b.** Designs instruction plans to meet individual needs.
- c.** Monitors residents program in GED, ABLE, and college classes.
- d.** Coordinates in-house GED programming; which includes contacts with area agencies to be utilized by the facility.
- e.** Maintains attendance records of GED classes.
- f.** Assists residents deemed ready for the GED exam with the registration process.
- g.** Follows up on all residents taking the GED exam, develops re-testing strategies if needed and reviews tests as needed.
- h.** Completes monthly reports of all education program activity to be submitted to Program Director.
- i.** Coordinates in-house Adult Basic Education classes and tutoring and assures that the academic needs of Lorain/Medina C.B.C.F. residents are being addressed.
- j.** Provides career development experiences for Lorain/Medina C.B.C.F. residents through scheduled activities.

- k. Maintains effective interpersonal relationships with staff, residents and the public always demonstrating a professional attitude.
- l. Performs necessary and related administrative duties including maintaining reports, records, files, etc.
- m. Oversees Education computer lab and in-house library.
- n. Works with local public library in scheduling tours/orientation and adjunct literary services.
- o. Serves as liaison between Lorain/Medina C.B.C.F. and Ohio Central School System. Attends required meetings and workshops.
- p. Facilitates classes as scheduled on facility schedule.
- q. Serves as liaison between Lorain/Medina C.B.C.F and Lorain County Community College and attends required meetings and workshops as required under PROP Grant, ABLE Grant, and other grant programs.
- r. Completes required orientation and annual training as required.
- s. Performs other related duties as necessary and directed.

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: Must possess a Bachelor's Degree. Valid Ohio Teaching Certificate preferred, but not required.

Experience: Candidates for this position should have a background of education and training in an adult environment. Preference will be given with experience in teaching adult students.

Skills: The individual will have appropriate decision making abilities.

Shall be able to communicate and instruct residents served and relate program performance and/or concerns to the appropriate management officials.

Shall be able to develop and maintain working relationships with administrators, associates, and the residents served.

Duties include scheduling of daily work, maintain attendance records, and displaying skill at oral and written communication; as well as planning and problem resolution.

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.