

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV38681
Job Class Code:	250	Salary Schedule:	ATEACHERS
EEO Category:	02	Grade:	01
Workers Comp Code:	7720		

Job Code Established:	01/20/94	Effective Date:	
Job Code Revised:	12/12/97	Effective Date:	

JOB CODE SERIES: DJC Education Program Series

JOB CODE TITLE: DJC EDUCATION PROGRAM TEACHER

HRIS TITLE: DJC EDUC PRG TEACHER

CHARACTERISTICS OF THE CLASS: Operational expectations established by the education program at each work site. Has the authority to make decisions on instructional methods, lesson plans, class notes, classroom discipline, security in specific situations. As a member of a multi-disciplinary treatment team, instructs youth in the development of academic, vocational, and social skills in groups and individually, in any of the various educational programs provided by the Department of Juvenile Corrections. Work product consists of (Desired): improved knowledge and skills in subject program participants. Responsible for timeliness of class sessions and meetings; for quality of instruction and educational counseling; with others, for safety and security of classroom or program area.

EXAMPLES OF DUTIES: Teaches essential skills to students in an individualized educational program. Instructs institution residents in the knowledge and skills of a vocation or trade, assigning tasks, demonstrating techniques, assigning reading or material examination, advising on improvement of performance. Teaches remedial reading, mathematics or writing skills to schools students. Checks work of individual vocational students, rates performance, shows techniques of improvement. Writes lesson plans based on needs of individual students. Develops examinations for training courses. Examines student performance record; evaluates student progress. Tutors students in their studies at secondary school levels. Designs curricula for special needs for a special student group. Corrects tests and workbook papers and scores tests. Lectures to students in techniques and background theories relating to vocational skills or trades. Supervises students in a specified area, on entering or leaving a specified area, in a correctional institution, as a security check.. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Teaches and counsels students in preparation for high school equivalency tests. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Maintains all attendance records for students entering or leaving a specified area. Maintains record of correctional institution student privilege status, good behavior time and other references affecting individual program or services. Escorts students to various authorized areas of a correctional institution. Performs related work as required.

WORK CONDITIONS: Works closely with adjudicated youth in an institutional or community settings.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Subject area taught; currently accepted methods, techniques and practices in school or classroom teaching, and applications of these in correctional programs; needs and responses of adjudicated youth in the correctional system, and of the goals and objectives of correctional custody and treatment; rules and regulations, policies and standards of the Department of Juvenile Corrections and the particular facility in which employed.

Skill/Ability to: Instruction of individuals or groups in given subject area; oral and written communication; interpersonal relations, as applied to interaction with specific types of students encountered in these programs; counseling of students, particularly in terms of their educational potential, plans and opportunities; interest in facilitating an interdisciplinary, integrated education program that is transitional and competency based.

Experience and Education: Typical ways to obtain the KSAs would be: Bachelor's degree from an accredited college or university. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Must possess current Arizona Department of Education teaching certification in Elementary Education, Secondary Education, or Special Education at time of hire.