



## Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



**Job Title:** Substitute Teacher

**Department:** Education

**Posting Issued:** November 6, 2023

**Posting Closing:** Until Filled

**Position Location:** Multiple Locations

**Job Type:** Full-time

**Salary:** \$35,000/annually

**Shift:** 1st

### **BENEFITS**

**Insurance:** Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

**Paid Time Off:** Paid Vacation, Sick Leave and Personal Leave;

**Retirement:** Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

**Other:** Tuition Reimbursement

### **DISTINGUISHING JOB CHARACTERISTICS**

Under the direction of Building Coordinators/Principals and the Director of Educational Services, Building Substitutes teach and support students in the event that their regular teacher is unable to attend class. Duties include managing classroom behavior, quickly interpreting lesson plans, administering assessments, and creating reports to inform the students' regular teacher and other stakeholders of their success.

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

### **QUALIFICATIONS**

Associate's Degree in Education, Business, Applied Sciences, or other, appropriate, related field (Bachelor's Degree preferred).

One year of experience serving at-risk populations (three years preferred)

Record of good work attendance

Good driving record

Must pass pre-employment background check and drug screening

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: [hr@mcjcoho.org](mailto:hr@mcjcoho.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

<b>CLASSIFICATION TITLE:</b>	<b>SUBSTITUTE TEACHER</b>
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<b>FLSA STATUS</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>CIVISERVICE STATUS</b>	Unclassified	<b>REPORTS TO</b>	Building Coordinator/Principal
<b>PAY GRADE</b>	\$35,000/Yr.	<b>WORK SCHEDULE</b>	40 hours per week – Floating between MCJC Juvenile Detention, NRTC, and CAS Residential Services
		<b>DEPARTMENT</b>	Education

#### DISTINGUISHING JOB CHARACTERISTICS

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#### ESSENTIAL DUTIES AND RESPONSIBILITIES

***To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.***

Follows lesson plans provided by the regular teacher to create a cohesive and consistent learning experience for students.

Manages the classroom effectively to encourage student participation, minimize distractions and maintain a positive learning environment.

Adapts teaching methods to fit the needs of individual students.

Provides in-class assignments on the available lesson plan.

Performs related duties as required including but not limited to assisting with administering STAR Reading and Math assessments, making copies, assisting with field trips (NRTC only), assisting with student assemblies, providing educational updates to clinical/treatment teams and/or probation officers in lieu of regularly assigned Education staff

Assists instructional personnel with the presentation of learning materials as needed.

Uses positive reinforcement strategies and other appropriate techniques (e.g. building-wide PBIS system) to assist students in the demonstrating appropriate classroom behavior.

#### OTHER DUTIES AND RESPONSIBILITIES

Assumes other related duties as directed by Building Coordinators/Principals and/or Director of Educational Services.

May serve as an individual tutor for individual and/or small groups of students.

Potential for acting as a long-term substitute (depending on education level and discipline).

#### SCOPE OF SUPERVISION

None

#### EQUIPMENT OPERATED

Vehicles; computers; copier, fax machine, telephone, calculator, and other general office equipment.

#### CONTACTS WITH OTHERS

Students; parents/guardians; Building Coordinators/principals; Probation Officers, Probation Managers/Supervisors; School Counselors, Transition Coordinators; special education personnel; school districts of residence; clinical support staff; and external agency representatives.

#### CONFIDENTIAL DATA

Detained youth files; medical records; behavioral logs and documentation; non-public record information contained in personnel files, psychological testing reports, special education records, youth transcripts, youth report cards, youth educational evaluations, youth behavior intervention plans.

#### WORKING CONDITIONS

Secure correctional facility with some exposure to unruly and at times out of control resident populations; Possible exposure to blood, urine and other bodily fluids.

### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee normally must be able to walk through the facility, perform physical labor, and may occasionally have to physically control persons of varying weights and strengths. The employee commonly uses usual vision demands and must normally be able to converse verbally with the youth, visitors, family members, general public and others, and to hear.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Juvenile Court process, policy and procedure; basic office procedures, methods and computer equipment; Supervisory principles; Counseling; Safety practices; Departmental Youth Services and American Correctional Standards governing residential treatment centers; accreditation processes and management principles; disability law including IDEIA and Section 504 of the Rehabilitation Act of 1973.

**Ability to:** demonstrate an understanding, patient, and receptive attitude toward students of varied ability levels who are exponentially at risk of school failure, including those exhibiting specialized needs; apply management principles to practical work situations; maintain composure under stressful situations while performing effectively and assertively with tact, diplomacy, and sound professional judgment; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; exhibit good organizational, communication, interpersonal and time management skills; collaborate with a variety of community, school, and Court stakeholders while maintaining positive working relationships with those who you may regularly interact during the course of the school day.

**Skill in:** oral and written communication; operation of computer; application of department software programs; subject control and security procedures relevant to working in a secure corrections environment; program planning and administration; and making management decisions; producing routine written program reports and correspondence.

### MINIMUM QUALIFICATIONS

Associate's Degree in Education, Business, Applied Sciences, or other, appropriate, related field (Bachelor's Degree preferred).

One year of experience serving at-risk populations (three years preferred).

Must pass pre-employment background check and drug screening.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

State of Ohio 5-Year Multi-Age Substitute License, 1-Year Substitute Teaching License, Long-Term Substitute Teaching License, Educator Unlimited Substitute Teaching License OR willingness to obtain one of the above said licenses

Certified in First Aid/CPR

State Motor Vehicle Operator's License.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_