



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Director of Education

Department: Education

Posting Closing: June 14, 2024 (4:00 p.m.)

Position Location: 380 West Second Street, Dayton, Ohio 45422

Job Type: Full-time

Salary: \$92,185.60 - \$112,028.55 annually (Commensurate with experience)

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, Personal Leave, and Parental Leave

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

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Serves in an educational leadership capacity to develop and manage the year round educational program at the Detention Center, Nicholas Residential Treatment Center and The Center for Adolescent Services. This includes managing the day to day operations across each of the three facilities and supervising building and special education administrative staff to ensure quality educational programming for all youth.

Responsible for ensuring that the schools operate in accordance with standards set forth by the State Board of Education and Ohio Department of Education and Workforce, as well as the educational standards of the American Correctional Association and the Ohio Department of Youth Services.

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

QUALIFICATIONS

Master’s degree or higher in Education, Special Education, School Administration or closely related field; at least three years of successful experience in school or special education administration; current Ohio 5-Year Professional Principal (Grade 7-12), Administrative Specialist, or Superintendent License.

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.

The ability to pass a criminal background check. Valid Ohio Driver’s License and insurance.

Preferred: Minimum of 8 years educational experience with at least two of those years serving as a principal, assistant principal, or district special education administrator; At least 3 years of experience as a teacher or administrator in an urban school environment.

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

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Director - Educational Services
 (Detention, The Center for Adolescent Service, Nicholas Residential Treatment Center)

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	Professional	REPORTS TO	Court Administrator
CIVIL SERVICE STATUS	Classified	WORK SCHEDULE	40 hours per week
PAY GRADE	B19	DEPARTMENT	Education

DISTINGUISHING JOB CHARACTERISTICS

Serves in an educational leadership capacity to develop and manage the Detention Center, Nicholas Residential Treatment Center and The Center for Adolescent Services year round educational program. This includes managing the schools' day to day operations and supervising the teaching staff to ensure a quality educational program.

The Director is responsible for ensuring that the schools operate in accordance with the State of Ohio Board of Education standards as well as the educational standards of the American Correctional Association and the Ohio Department of Youth Services.

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

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.

Responsible for supervising, managing, coaching, training and evaluating the performance of teachers and other assigned school staff from an administrative level.

Responsible for implementing, supervising and monitoring the educational instructional program provided by the teaching staff.

Responsible to coordinate communication between the school program and with the treatment program staff including the treatment coordinators, family specialist supervisors, family specialists and unit supervisors.

Fulfills the role, duties and responsibilities of a school counselor for student assessments, student schedules, records and transcripts, grades and program reports.

Conducts regular staff meetings and individual teacher meetings to ensure effective communication. Establishes annual goals and performance objectives for the educational program.

Oversees the special education services provided to special education designated students including their Individual Education Plan (IEP).

Develops and monitors the school's safety and security plan in concert with the overall facility safety and security program.

Participates in recruitment of educational staff and school volunteers.

Develops appropriate linkages and communication with other school districts for the purpose of orderly transition and support for students returning to their community schools.

Responsible for the management of Title I Funding and expenditures.

Coordinates the required state testing program according to state regulations.

Responsible for the completion of various reports including the schools quarterly and annual statistical program service report, various routine correspondence reports, letters, memorandums and other documents.

Responsible to maintain accurate and confidential school records.

Maintains budget records and assists with billing statements for school districts.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

Lead Teachers, Classroom Teachers, Administrative Assistant, Transition Coordinators, Title I Tutors, Special Education Coordinator

EQUIPMENT OPERATED

Computer; telephone, copier, calculator and other general office equipment

. CONTACTS WITH OTHERS

Treatment staff, various school officials including treasurers, guidance counselors; principals; pupil personnel directors; school psychologists; school nurses, and school office staff.

CONFIDENTIAL DATA

Student academic and treatment records; court records; psychological reports.

WORKING CONDITIONS

General office working conditions and classrooms within a secure Correctional Institutional environment.

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 sits for extended periods of time while counseling and performing administrative work, and walks to and from classes. The employee commonly must adjust visual focus to reading materials and computer screen. The employee must normally be able to converse verbally with teachers, youth, visitors, family members, general public and others, and to hear.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: management principals; employee training and development; public relations; human relations; educational structure, process and principles; counseling; humanities; natural science; social sciences; budgeting; inventory control; agency policies; educational law; behavior management; teaching strategies for non-traditional students and those with emotional, behavioral and learning disabilities; student motivation and behavior management; crisis intervention process and techniques; security and safety precautions; classroom organization and management; cognitive development and dysfunction in children and adolescent; reading problems and strategies.

Ability to: apply management principles to practical work situations; handle sensitive inquiries from contacts with officials and general public; maintain flexibility in adjusting course curriculum and material to varying learning levels; work in a secured environment; work with at-risk juveniles; communicate with students with a wide range of abilities, experiences, education and discipline; emphasize with youths' problems and serve as role model; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter; exhibit creative thinking.

Skill in: administration; organization; dealing with juvenile behavior problems; verbal and written communication; listening; counseling; operation of computer; application of job software programs,

MINIMUM QUALIFICATIONS

Bachelor's degree in Education, at least three years of experience in an educational setting and proof of progress toward the attainment of Administrative Educational Licensure

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.

The ability to pass a criminal background check. Valid Ohio Driver's License and Insurance.

PREFERRED QUALIFICATIONS

Master's degree in Education or a related curriculum.

Minimum of 8 years educational experience with at least two of those years serving in a principal capacity.

State of Ohio Principals Licensure or evidence of progress toward the attainment of an Administrative Educational Licensure required. Preferred candidate will have demonstrated work experience with at risk youth in primarily a delinquent student population.

LICENSURE OR CERTIFICATION REQUIREMENTS

State of Ohio Principals Licensure or evidence of progress toward the attainment of Administrative Educational Licensure.

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.