



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Building Coordinator

Department: Education

Posting Closing: Until Filled

Position Location: 593 Infirmary Rd, Dayton, OH 45417 or 333 Access Rd, New Lebanon, OH 45345

Job Type: Full-time

Salary: Salary 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

Serve in a student-centered instructional leadership capacity developing and managing year-round educational programming. This includes coordinating day-to-day building operations and supervising and evaluating teaching and transition staff.

Assist the Director of Educational Services in ensuring that the school operates in accordance with the Ohio Department of Education Operating Standards as well as the educational standards of the American Correctional Association and the Ohio Department of Youth Services.

Collaborate with state agencies and facility partners to improve student transition outcomes in conjunction with the building Transition Coordinator. Coordination of student transcripts. Manage related Title funding.

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

QUALIFICATIONS

Master’s degree in Educational Leadership, Special Education, or related field with a minimum of three years of experience serving students in grades 7-12 who are at risk of school failure including students with disabilities. Ohio Department of Education 5-Year Professional Principal Licensure required. OTEs certification or willingness to obtain within six (6) months of employment; prior building-level administrative experience is preferred.

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.

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: Building Coordinator

DEPARTMENT	CAS	EMPLOYMENT STATUS	Full-time
FLSA STATUS	Exempt	REPORTS TO	Director of Educational Services
PAY GRADE:	A24	WORK SCHEDULE	40 hours per week

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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.

Using the OTES framework, supervise, manage, coach, train and evaluate teaching and transition staff.

Assist in implementing, supervising and monitoring the instructional programming.

Conduct regular staff meetings and individual teacher meetings to foster effective communication.

Establish annual goals and performance objectives for the educational programming within the building.

Recruit education and teaching staff and school volunteers.

Develop and monitor the school's safety and security plan in concert with the overall facility safety and security program.

Enter and approve the employees' weekly time in the payroll system, and approve/manage employee time-off requests.

Coordinate building-wide Positive Behavior Supports (PBIS) system.

Order classroom materials and related supplies, using the associated Title budget and/or general fund, based on individual classroom and build-wide needs.

Act as the building-level system administrator for STAR, i-Ready, OdesseyWare, Atlas, and electronic gradebook software, and train new staff in the use of said systems.

Coordinate class coverage in the event of teacher absences.

Supervise and manage student credit checks, and update student transcripts accordingly.

Supervise and manage end-of-term student progress reports

Support staff in addressing student academic and/or behavioral challenges. Interact with medical and/or treatment staff regarding students' physical and psychological conditions.

Intervene in crisis situations to support teaching staff in maintaining positive student discipline whenever appropriate.

Support teaching and transition staff with meeting with parents to respond to questions, provide feedback, and discuss students' progress. Support teachers and transition staff in designing clear, reasonable, and measurable goals addressing students' aftercare educational needs.

Assist teachers with coordinating student field trips.

Ensure teachers maintain accurate and consistent student attendance, academic records, and discipline reports. Submit records to Judges, Magistrates, Probation Officers, parents and others stakeholders as required.

Maintain and model high standards of professional conduct including a knowledge of high leverage instructional practices (HLP's) and other research-validated instructional methods, a commitment to collaboration and group problem solving, and standards of professional dress.

ADDITIONAL RESPONSIBILITIES

Attend monthly district administrative team meetings.

Attend various building events/activities.

Participate in various stakeholder group meetings, committee meetings, and/or treatment team meetings to contribute to continuous process improvement efforts.

SCOPE OF SUPERVISION

Teachers; Transition Coordinator

EQUIPMENT OPERATED

Computer; DVD player; television; digital projector; document camera; digital whiteboard; copier/fax machine; telephone; other general classroom and office equipment.

CONTACTS WITH OTHERS

Director of Educational Services; classroom teachers; youth; parents and legal guardians; facility and treatment staff; Administrative and Management staff; community school and public school staff; counselors, teachers etc.

CONFIDENTIAL DATA

Youth records, which may include but is not limited to personal background; social history; educational and psychological evaluations; discipline reports; standardized test scores; transcripts; IEP's; grades and other academic records.

WORKING CONDITIONS

School-based setting within a secure youth correctional treatment facility; Exposure to potentially violent youth; Possible exposure to contagious diseases, head lice and bloodborne pathogens.

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 stand or sit for extended periods of time while teaching. The employee commonly must adjust visual focus to read materials and computer screen. The employee must be able to converse with the youth, visitors, and family members and to hear. Must be able to assist in a physical intervention in the unlikely event it should become necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: human growth and development; education principles and standards; organizational leadership; 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; basic psychology and human relations; security and safety precautions; classroom organization and management; cognitive development and dysfunction in children and adolescents; reading problems and strategies.

Ability to: maintain flexibility while coaching staff in differentiating course curriculum and materials to meet diverse learning needs; adapt to varying learning styles; work in a secured environment; interact and communicate with students with a wide range of abilities, experiences, educational attainment and behavioral needs; empathize with students and staff, and serve as role model; develop and maintain effective working relationships with associates, youth, family members, visitors; maintain confidentiality of sensitive student and staff subject matter; exhibit creative problem solving skills.

Skill in: teaching; instructional leadership including using data to inform instruction; PBIS and other behavior management strategies; clear verbal and written communication; CPR; First Aid and other safety and security protocols; listening; operation of computer and computer software.

MINIMUM QUALIFICATIONS

Master’s degree in Educational Leadership, Special Education, or related field with a minimum of three years of experience serving students in grades 7-12 who are at risk of school failure including students with disabilities. Ohio Department of Education 5-Year Professional Principal Licensure required. OTES certification or willingness to obtain within six (6) months of employment; prior building-level administrative experience is preferred.

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

5-Year Professional Principal License; OTES Certification; CPR; First Aid.

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: _____