



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Teacher (English, Science and Math)

**Department:** Education

**Posting Closing:** Until Filled

**Open Position(s) and Location(s):** English Teacher, 380 West Second Street, Dayton, OH 45422 – and – 333 Access Road, New Lebanon, OH 45345

**Open Position(s) and Location(s):** Science Teacher, 593 Infirmary Road, Dayton, OH 45417 – and - 333 Access Road, New Lebanon, OH 45345

**Open Position(s) and Location(s):** Math Teacher, 593 Infirmary Road, Dayton, OH 45417

**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 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**

Provides academic instruction to students in Community Correctional Facility (CCF) across a wide range of grade and educational levels from upper elementary through high school.

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

### **QUALIFICATIONS**

Minimum of a Bachelor's degree in Education or a related field with a 4-year Resident Educator License or 5-year Professional License in Subject Matter (Grades 7-12). Or the ability to obtain an Alternative Teaching License within 6 months of starting employment. Previous teaching experience is preferred but not required. Experience working with youth who are at risk of school failure, including students with disabilities, 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

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

CLASSIFICATION TITLE:     English Teacher
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FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	Professional	REPORTS TO	Building Coordinator
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
PAY GRADE	Steps	DEPARTMENT	Education

### DISTINGUISHING JOB CHARACTERISTICS

Provides academic instruction in English education to students in Community Correctional Facility (CCF) across a wide range of grade and educational levels from upper elementary through high school.

**“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.*

Observes youth's behavior and maintains awareness of the youth's emotional and physical needs, with particular attention to: depression, suicide ideation, and aggressive tendencies towards others.

Teaches English class and makes use of supplemental instruction/media resources. Defines level of participation expected, outcomes, and other related information. Explains and enforces rules, conduct and boundaries, and explores activity benefits.

Maintains a thorough understanding of subject matter. Organizes appropriate subject content and learning goals to facilitate the accrual of high school credit.

Plans and implements daily lesson plans in accordance with educational curriculum. Develops individualized educational plan for each student with daily, weekly and quarterly objectives. Overall instruction may include preparation and work in the GED preparation curriculum.

Evaluates student's work and academic progress. Assesses student abilities, conducts proficiency tests, records grades and student's academic achievement as well as providing reports on behavior and treatment progress.

Update grades weekly; provide progress reports to stakeholders when requested, communicate challenges to the Building Coordinator and/or Director, and input grades when due to reflect student earned credit.

Provides direction to youth in establishing individual goals. Monitors youth progress, addresses problems and oversees program implementation and completion. Works with individuals one-on-one to optimize learning proficiencies.

#### OTHER DUTIES AND RESPONSIBILITIES

Attends various facility events and activities. Meets with individual students in the living unit to assist in schoolwork. Participates in various groups, committees and treatment teams to improve the overall program. Performs other specific job-related duties as directed.

#### SCOPE OF SUPERVISION

None

#### EQUIPMENT OPERATED

Electronic technology utilized in schools; 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

Individual classroom setting within a secure correctional treatment environment. Exposure to potentially violent youth. Possible exposure to contagious diseases, head lice and blood-borne 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 walk through the facility, perform physical labor, and may occasionally have to physically control persons of varying weights and strengths. The employee regularly exerts physical activity when demonstrating or participating in group recreational activities including throwing, bending, lifting and other bodily motions. 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:** human growth and development; education principles and standards; 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 in adjusting course curriculum and materials to varying learning levels; adapt to varying learning styles; work in a secured environment; work with troubled juveniles; communicate with students with a wide range of abilities, experiences, education and discipline; empathize with youths' problems and serve as role model; develop and maintain effective working relationships with associates, youth, family members, visitors; maintain confidentiality of sensitive subject matter; exhibit creative thinking; work in a secure environment.

**Skill in:** teaching; dealing with juvenile behavior problems; verbal and written communication; CPR; First Aid and Crisis Prevention Intervention; listening; operation of computer and computer software.

### QUALIFICATIONS

Minimum of a Bachelor's degree in Education or a related field with a 4-year Resident Educator License or 5-year Professional License in Subject Matter (Grades 7-12). Or the ability to obtain an Alternative Teaching License within 6 months of starting employment. Previous teaching experience is preferred but not required. Experience working with youth who are at risk of school failure, including students with disabilities, 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

State of Ohio Teaching Certificate and/or Licensure in content area or an Alternate Resident Educator License within 6 months as a condition of employment; State Motor Vehicle Operator's License; First Aid and CPR certification ; Crisis Prevention Intervention (CPI) (May be obtained after appointment)

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

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

CLASSIFICATION TITLE:     Math Teacher
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<b>FLSA STATUS</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>DEPARTMENT</b>	Education	<b>REPORTS TO</b>	Building Coordinator
<b>CIVIL SERVICE STATUS</b>	Unclassified	<b>WORK SCHEDULE</b>	40 hours per week
<b>PAY GRADE</b>	Steps		

### DISTINGUISHING JOB CHARACTERISTICS

Provide integrated mathematics instruction in the areas of Pre-Algebra and/or Transition to High School Math and/or Algebra I and/or Geometry and/or Algebra II, based on individual student progress toward high school graduation requirements, within a secure juvenile detention facility.

**“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.*

Observe youth's behavior and maintains awareness of the youth's emotional and physical needs. Particular attention to: depression, suicide ideation, and aggressive tendencies towards others.

Teach mathemamatics to group participants, defines level of participation expected, outcomes, and other related information. Explains and enforces rules, conduct and boundaries, and explores activity benefits.

Plan and implement daily lesson plans in accordance with educational curriculum. Develop an individualized instructional plan for each student with daily, weekly and quarterly objectives.

Evaluate student work and academic progress. Assess student abilities, conducts proficiency tests, records grades and student's academic achievement as well as providing reports on behavior and treatment progress.

Possess the ability to engage students in a secure environment. Monitor and maintain appropriate care and control over tools, equipment, and supplies.

Provide direction to youth in establishing individual goals. Monitor youth progress, address academic and/or behavioral difficulties, and oversee program implementation and completion.

OTHER DUTIES AND RESPONSIBILITIES

Attend various facility events and activities. Meet with individual students in the living unit to assist in schoolwork as needed. Participate in various groups, committees and treatment teams to improve the overall program.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; electronic whiteboard; television; digital projector; copier, fax machine, security radio; telephone; other general classroom and office equipment.

CONTACTS WITH OTHERS

Administrators; Unit Counselors; Program Coordinator(s); Doctors; Nurses; Attorneys; Counselors; Principals; Psychiatrists; Psychologists; Sociologists; law enforcement officers.

CONFIDENTIAL DATA

Educational records, medical records, psychological records, legal records, and personal logs.

WORKING CONDITIONS

Individual classroom setting within a secure correctional treatment environment; exposure to potentially violent youth; possible exposure to contagious diseases, head lice, and blood-borne 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 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:** human growth and development; education principles and standards; 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 in adjusting course curriculum and materials to varying learning levels; adapt to varying learning styles; work in a secured environment; work with troubled juveniles; communicate with students with a wide range of abilities, experiences, education and discipline; empathize with youths' problems and serve as role model; develop and maintain effective working relationships with associates, youth, family members, visitors; maintain confidentiality of sensitive subject matter; exhibit creative thinking; work in a secure environment.

**Skill in:** teaching; dealing with juvenile behavior problems; verbal and written communication; CPR; First Aid and Crisis Prevention Intervention; listening; operation of computer and computer software.

### MINIMUM QUALIFICATIONS

Minimum of a Bachelor's degree in Education or a related field with a 4-year Resident Educator License or 5-year Professional License in Subject Matter (Grades 7-12). Or the ability to obtain an Alternative Teaching License within 6 months of starting employment. Previous teaching experience is preferred but not required. Experience working with youth who are at risk of school failure, including students with disabilities, 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.

Must successfully pass pre-employment background check and drug screen.

### LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License; First Aid and CPR certification, Crisis Prevention Intervention (CPI) (May be obtained after appointment) 4-year Resident Educator License or 5-year Professional License in Integrated Mathematics (AYA Grades 7-12). Alternative Teaching License in Mathematics.

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

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

CLASSIFICATION TITLE:	Science Teacher
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FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	Professional	REPORTS TO	Building Coordinator
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
PAY GRADE	Steps	DEPARTMENT	Education

### DISTINGUISHING JOB CHARACTERISTICS

Provides academic instruction in science education to students in Community Correctional Facility (CCF) across a wide range of grade and educational levels from lower elementary through high school.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

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Observes youth's behavior and maintains awareness of the youth's emotional and physical needs, with particular attention to: depression, suicide ideation, and aggressive tendencies towards others.

Teaches science class and makes use of supplemental instruction/media resources. Defines level of participation expected, outcomes, and other related information. Explains and enforces rules, conduct and boundaries, and explores activity benefits.

Maintains a thorough understanding of subject matter. Organizes appropriate subject content and learning goals to facilitate the accrual of high school credit.

Plans and implements daily lesson plans in accordance with educational curriculum. Develops individualized educational plan for each student with daily, weekly and quarterly objectives. Overall instruction may include preparation and work in the GED preparation curriculum.

Evaluates student's work and academic progress. Assesses student abilities, conducts proficiency tests, records grades and student's academic achievement as well as providing reports on behavior and treatment progress.

Update grades weekly; provide progress reports to stakeholders when requested, communicate challenges to the Building Coordinator and/or Director, and input grades when due to reflect student earned credit.

Provides direction to youth in establishing individual goals. Monitors youth progress, addresses problems and oversees program implementation and completion. Works with individuals one-on-one to optimize learning proficiencies.

#### OTHER DUTIES AND RESPONSIBILITIES

Attends various facility events and activities. Meets with individual students in the living unit to assist in schoolwork. Participates in various groups, committees and treatment teams to improve the overall program. Performs other specific job-related duties as directed.

#### SCOPE OF SUPERVISION

None

#### EQUIPMENT OPERATED

Electronic technology utilized in schools; 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

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#### WORKING CONDITIONS

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

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