



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Title 1 Reading Tutor

Department: Education

Posting Closing: Until Filled

Position Location: Multiple Locations

Job Type: Full-time

Salary: Steps

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

Provide personalized reading instruction and support to residential students who are detained in a residential treatment or secured detention facility.

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

QUALIFICATIONS

Bachelors' degree in education and possession of teaching certificate or licensure in English, reading or elementary education required. Three years prior experience working with students in a special education setting 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:	Title I Reading Tutor
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FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	Detention Services	REPORTS TO	Building Coordinator
PAY GRADE	A22	WORK SCHEDULE	40 hours per week
CIVIL SERVICE STATUS	Unclassified		

DISTINGUISHING JOB CHARACTERISTICS

Provide personalized reading instruction and support to residential students who are detained in a residential treatment or secured detention facility.

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.

Develop and implement individualized reading plans for students based on assessment data that aligns with the Science of Reading

Provide daily one-on-one or small group reading instruction

Maintain intervention logs and evaluation records for students.

Assess students' progress regularly and adjust instructional strategies as needed

Communicate and share materials and instructional strategies with classroom teachers to ensure coordination and continuity of services skill instruction.

Provide regular feedback regarding student progress to classroom teachers and Building Coordinator.

Coordinate student selection, scheduling services, and progress monitoring relating to Title I Reading intervention

Model research-based instructional approaches and collaborate with teachers to determine strategies that best meet student needs

Assist in the ordering of materials for the Title I program.

Maintain and follow all facility security procedures.

Administer district wide assessments as scheduled.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

None.

EQUIPMENT OPERATED

Computer; copier, telephone and other general office equipment.

CONTACTS WITH OTHERS

Youth; parents and legal guardians; Youth Leaders; Youth Leader Supervisors; Psychologists; Social Workers; Probation Officers; Nurses; law enforcement officers.

CONFIDENTIAL DATA

Youth records including mental evaluations, discipline reports, academic records, arrest reports and personal background files.

WORKING CONDITIONS

Good classroom working conditions within a secured detention setting. Possible exposure to assaults from 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 stand or sit for extended periods of time while teaching. The employee commonly must adjust visual focus to reading materials or computer screen. The employee 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 traditional students and those with emotional, behavioral and learning disabilities; 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, and general public; maintain confidentiality of confidential and sensitive subject matter; exhibit creative thinking.

Skill in: teaching; verbal and written communication; CPR; First Aid; listening; operation of computer; application of job software programs; applying age appropriate learning strategies.

QUALIFICATIONS

Bachelors' degree in education and possession of teaching certificate or licensure in English, reading or elementary education required. Three years prior experience working with students in a special education setting 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

Ohio Teaching Certificate or Licensure; State Motor Vehicle Operator's License; CPR; First Aid.

<p>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.</p>

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

Employee Signature: _____

Date: _____