



Certified Teacher
Juvenile Justice Alternative Education Program

JJAEP/2
Pay Grade: 17

JOB SUMMARY

This position is responsible for coordinating and delivering education services to students in the Juvenile Justice Alternative Education Program.

MAJOR DUTIES

- Coordinates with school district representatives to ensure alignment of classes and credits; meets with school district counselors to update student files.
- Schedules parent conferences to inform guardians of academic changes or to discuss academic or disciplinary issues.
- Coordinates with school principals and counselors to develop student graduation plans.
- Develops deficiency plans to monitor student progress and provide teachers with appropriate curricula.
- Provides students with appropriate medications.
- Coordinates daily inspections of all students.
- Coordinates the Odyssey credit recovery program.
- Assists in the implementation of disciplinary policies.
- Organizes student field trips.
- Organizes individual or group tutoring sessions for students.
- Schedules transition conferences for students exiting the programs.
- Coordinates weekly teacher meetings.
- Assists in teacher staff development.
- Assists in the report card process.
- Coordinates the delivery of required state examinations to students.

- Coordinates state required teacher testing.
- Assists with student drug tests.
- Assists with student security measures.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws and regulations.
- Knowledge of juvenile education principles.
- Knowledge of program policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in management and supervision.
- Skill in the preparation of clear and concise reports.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The School Administrator assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include Texas Juvenile Justice Department Standards for Juvenile Justice Alternative Education Programs, the Texas Education Code, Texas Health and Safety Codes, and other county and program policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, instructional, and supervisory duties. The variety of student needs contribute to the complexity of the position.
- The purpose of this position is to coordinate and deliver educational services to students in the Webb

County Juvenile Justice Alternative Education Program. Successful performance helps ensure the delivery of quality education services to students.

CONTACTS

- Contacts are typically with coworkers, parents, students, community leaders, public school system representatives, family service workers, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing or walking. The employee frequently lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Teachers and Teacher Aides.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position **is not covered** under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date