

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Educational Coordinator
DEPARTMENT: Juvenile Services Center
WORK SCHEDULE: As Assigned
JOB CATEGORY: PAT III (Professional, Administrative, Technological)

DATE WRITTEN: May 2006
DATE REVISED: June 2021

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of La Porte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Educational Coordinator-Residential Programs for the La Porte County Juvenile Services Center, responsible for preparing and instructing academic classes, coordinating individual academic programs with the residents' home schools, and assisting residents with other schoolwork as needed.

DUTIES:

Analyzes and prescribes individualized educational plans for each admitted juvenile, develops and implements lesson plans, and motivates juveniles in the classroom.

Prepares and instructs academic classes for residents, reviews and revises lesson plans, and prepares copies and related teaching materials as needed. Assists residents with homework from home schools as needed.

Obtains school records within three days of admission including, course schedule, transcripts, and IEP, if applicable.

Monitors classroom inventories and orders supplies, books, software, and other teaching materials. Requests books from public libraries as needed.

Compiles educational department statistics and prepares related reports and documents as required by supervisors and funding/regulating agencies. Reviews and revises teaching goals and objectives annually.

Maintains and continually updates individual resident's files. Requests and gathers IEPs from affiliated school districts and maintains these reports for one calendar year.

Responsible for maintaining educational programs at the Center in compliance with Indiana Department of Education laws, standards, and guidelines. Assists in reviewing and ensuring compliance with these laws, standards, and guidelines.

Maintains communication with school personnel, including principals, counselors, teachers, and special education department to ensure students are receiving, completing, and submitting their assignments as required.

Administers educational screening on each resident within 3 days of admission to develop an individualized curriculum for each youth during their stay.

Alternative 2 Expulsion (A2E) coordinator. Responsible for accepting student referrals; meeting with student, parents, principal, counselors, etc.; monitoring student progress both academically and behaviorally to determine completion and success in program.

Oversees educational programming for the A2E Program, the residential classroom, Day Reporting program, and the NOVA program.

Serves as the PLATO program administrator. Responsible for assigning log-in credentials to both students and staff, issuing credits for courses completed, and ensuring that policies and procedures involving the use of the PLATO program are being adhered to.

Assigns students' courses, monitors progress, and supervises students utilizing the PLATO program in various educational programs to ensure they are making progress toward attaining credits to meet graduation requirements. Coordinates with school to ensure credit transfer.

Attends regular staff meetings, supervisor's meetings and confers individually with supervisor and education staff as needed. Attends pre-admission meetings at local schools for both A2E and Day Reporting to determine youth eligibility for these programs.

Attends in-service training, staff meetings, and educational workshops/training seminars pertaining to residential child care facilities as is required by the Division of Children and Family Services.

Advises NOVA, Day Reporting, and Secure staff regarding educational concerns including providing guidance for students with special education needs or who have an IEP. Work closely with the special education departments at the student's home school to ensure their IEP is being met appropriately.

Coordinates standardized testing schedules and transportation with Community Supervisors, schools, and JSC programs.

Attends classes, trainings, and other professional development opportunities necessary to maintain Indiana Teaching License.

Serves as Educational Department Representative to other departments within the juvenile center, schools, and other outside agencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree from accredited college or university with emphasis in Math and English. Current Indiana Teaching Certificate for grades K-12. Special education certification preferred.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a criminal background check, a medical exam, a drug test, and a tuberculosis (TB) test.

Possession of and ability to maintain possession of all other required certifications and training requirements, including, but not limited to, CPR, first aid, biohazard, and Handle with Care (HWC).

Knowledge of local, state, and federal laws applicable to the Center's operations, with ability to apply and enforce regulations as needed.

Knowledge of general objectives and standard policies and procedures of the Center, with ability to assess residents' educational needs and prepare and teach academic courses accordingly.

Ability to make referrals to Center Counselors as appropriate.

Ability to effectively assess residents' case histories and academic background, and ability to anticipate and resolve related problems as needed.

Ability to accurately complete required reports and legal documents, make recommendations to the court, and apply and adapt procedures as cases demand.

Ability to prepare and maintains accurate professional files and statistics and make simple arithmetic calculations.

Ability to apply knowledge of people/locations and plan/layout assigned work projects.

Ability to properly operate standard office equipment, including computer, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, juvenile residents and their families, school officials, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours and travel out of town, occasionally overnight, for educational training.

II. DIFFICULTY OF WORK:

Incumbent performs teaching and related academic duties in accordance with legal requirements and generally applicable guidelines, exercising judgment to effectively develop and implement an appropriate curriculum and work with residents to assure satisfactory completion of academic requirements. Incumbent's work involves repetitive and recurring duties, but often requires careful consideration of unique situations and a variety of complex, individual circumstances and choices.

III. RESPONSIBILITY:

Incumbent assures proper education for residents of the Center, including developing and revising lesson plans, assisting residents with homework, and completing court documentation as required. Purposes and desired results are known, with unusual cases/circumstances discussed with supervisors as needed. Work is reviewed periodically and upon completion of specific duties for soundness of judgment, accuracy and completeness, and compliance with applicable rules and regulations.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, juvenile residents and their families, school officials, and members of the general public for a variety of purposes, including coordinating academic needs, teaching classes, obtaining homework and texts, and requesting and providing and requesting case related information.

Incumbent reports directly to the Assistant Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office and a classroom, including sitting/walking at will, close vision, hearing sounds/communication, and handling/grasping objects. Incumbent may be exposed to irate/hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended hours and travels out of town, occasionally overnight, for educational training.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Educational Coordinator – Residential Programs for the LaPorte County Juvenile Services Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name