

Donald W. Wyatt Detention Facility

POSITION DESCRIPTION EDUCATION SPECIALIST

INTRODUCTION

This position develops and delivers the education curriculum appropriate to the needs of the detainee population. The Education Specialist provides recommendations to the Program Director regarding the purchase of educational materials and supplies. The Education Specialist provides instruction consisting of Adult Basic Education, General Education Development, English as a Second Language, Life Skills Development. As well as other specialized programming to meet the needs of the population.

MAJOR DUTIES

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are the essential job functions:

- Maintain educational records regarding attendance, academic progress of students and ACA standards;
- Administer testing to detainees to determine their learning abilities and placement within a component of the educational program;
- Provide tutoring and classroom instruction to each detainee enrolled in the education program;
- Formalize standard curriculum to monitor detainee academic progress;
- Develop additional curriculum and specialized programming such as English as a Second Language, social and living skills, health education, pre-employment skills, computer skills and vocational programs; plan and promote additional programming to address varied interests of the population;
- Provide ongoing evaluation of academic programs to ensure consistency with community-based education programs;
- Supervise interns and/or volunteers from various college programs;
- Supervise detainee tutors and detainee library workers
- Oversee computer software and law library;
- Updates all educational materials to meet recognized quality standards in education;
- Supervise scheduling of law library classroom, and general library;
- Coordinate legal and library materials;
- Oversee law library; Provide tutorial information to assist detainees in research, copying, conducting legal search;
- Develop budget for the education department, law library and general library;
- Manage and develop all law library and general library services for detainee population.
- May provide training to Correctional Officers' Academy

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

A: KNOWLEDGE REQUIRED

Considerable Knowledge of:

- Effective classroom and tutorial instruction in all content areas;
- Organizing lesson plans and individualizing instruction
- Managing detainee workers
- Effective classroom control mechanisms

Working skill in:

- Operating computers and use of commonly used software packages, e.g., Microsoft Office;
- Interpersonal skills and organizational skills;
- Developing and implementing programs.

B: QUALIFICATIONS

Two to three years successful teaching experience, preferably in an adult setting; considerable knowledge of effective classroom, tutorial, instructional and learning theory.

BA in elementary/secondary education, RI certified/certifiable.

C: LICENSE & CERTIFICATES REQUIRED

Possession of an appropriate category of driver's license is preferred at time of appointment.

FACTOR 2 – SUPERVISORY CONTROL

- Reports to Programs Director
- No position reports to this position

FACTOR 3 – GUIDELINES

Donald W. Wyatt Detention Facility policies and practices, the Collective Bargaining Unit Agreement and Federal, State and local laws primarily convey guidelines.

FACTOR 4 – PERSONAL CONTACTS

No Information Currently Listed Under This Heading.

FACTOR 5 – ESSENTIAL FUNCTIONS

- Computer literacy; strong interpersonal and organizational skills; ability to communicate with, motivate and teach a diverse, multi-cultural population; develop and implement programs.
- Bilingual ability in Spanish/English and experience in a corrections setting preferred but not necessary.

FACTOR 6 – PHYSICAL DEMANDS

The work is basically sedentary, however, it does involve some walking, standing, driving personal motor vehicle, light lifting, bending, stooping, climbing stairs, reaching and speaking clearly and the use of a radio for communications.

FACTOR 7 – WORK ENVIRONMENT

Applicant must possess a professional work ethic, and work well under pressure.

TRAINING AND EXPERIENCE:

Experience preferred, but will train the right candidate.