



YUMA COUNTY RECRUITMENT ANNOUNCEMENT

Position: Education Program Specialist
Department: Sheriff's Office
Classification: Exempt, Not eligible for overtime compensation
Salary: \$17.92 - \$28.33 / hr. D.O.Q.
Grade: 106
Close Date: Open Until Filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

NATURE OF WORK:

Under general supervision, performs professional work of moderate difficulty providing general and special education services to prisoners.

EXPERIENCE & EDUCATION:

Bachelor's degree in education, special education or a closely related field; two (2) years of progressively responsible experience in formal classroom and individual teaching experience; OR an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: Must be certified special education teacher with the state of Arizona. Required to successfully complete a background check, polygraph, and drug test prior to appointment; must possess and maintain a valid Arizona driver's license.

The above information is intended to describe the general nature of this position and **is not** to be considered a complete statement of duties, responsibilities and requirements.

****NOTE****

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

Apply:
Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364
Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090
Website: www.yumacountyaz.gov
See Reverse Side For More Information

EDUCATION PROGRAM SPECIALIST

EXAMPLES OF WORK:

(Illustrative Only) Provides general and special education to prisoners in an individual and classroom setting within a detention center; participates in the special education referral and verification process to identify prisoners' eligibility for special education services in accordance with state and federal requirements; develops and implements individual education plans (IEP) in accordance with state and federal requirements; conducts classes, workshops, and demonstrations to teach principles, techniques, procedures and methods of designated subjects; presents and facilitates lectures and discussions; develops, prepares, analyzes, and reviews state mandated curriculum; prepares lesson plans and assignments; provides learning tools and the use of appropriate visual aids suitable for a detention environment; evaluates prisoners' educational needs and progress, and identifies and implements strategies to enhance prisoners' learning; administers and grades tests, reports and work assignments; documents and maintains records and files on prisoners' progress, activities, attendance, and grades in accordance with state and federal requirements; orders, stores, and inventories books, materials and supplies; may be required to testify in court; assures compliance with county, state, and federal laws, rules, regulations, policies and procedures pertaining to educational services within the detention center; researches community resources; prepares reports and statistical data for internal and external resources; maintains appropriate security and confidentiality of prisoner information; assures compliance with county, state, and federal laws, rules, regulations, and departmental policies and procedures pertaining to prisoners in the detention center; regular and reliable attendance is required; performs other duties as assigned.

KNOWLEDGE, SKILLS AND QUALIFICATIONS:

Knowledge of: Yuma County policies and procedures; federal, state, and county laws related to inmates and Sheriff's Office Detention Facility policy and procedures; principles, methods and techniques in teaching and instructing individuals in a classroom setting and individually, reporting requirements for general and special education programs; selection techniques; principles and practices of classroom leadership and supervision; adult/youth learning theory and principles, teaching material evaluation, and curriculum development procedures; theoretical methods relating to education assessment and measurement principles; behavior patterns of incarcerated persons, and various social, economic, and cultural backgrounds; required detention and security training; specialized computers and software to prepare reports and maintain databases; and community resources.

Skills in: Teaching, instructing and evaluating prisoner education; administering tests and grading, developing and implementing individual education plans (IEP); maintaining up to date knowledge in the field of general and special education, including current issues, instructional strategies, and service delivery models; analyzing and evaluating prisoners' educational needs, identifying problems and developing feasible solutions; working independently with minimal supervision and exercising independent judgement; dealing impartially with people of different social, economic, and ethnic backgrounds; following and communicating written and verbal instructions.

EOE/AA/ADA/M/F/V/D
DRUG FREE WORKPLACE