

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	JUVENILE DETENTION EDUCATIONAL ASSISTANT
FLSA STATUS:	NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide supplemental and basic education classroom related support and assistance to the Juvenile Detention Center's Teacher. Duties and responsibilities include educating/encouraging teenagers to become productive members of society, assisting teacher in developing supplemental and basic educational materials and performing instructional tasks in small groups or individually, record keeping, and preparing reports. Reports to Juvenile Detention Teacher.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assist the teacher instructing students in designated subjects (i.e. English and Math) using various teaching methods such as lectures, demonstrations, audiovisual presentations, etc.

Follows established curriculum guidelines, goals and objectives in assisting the preparation of course objectives and course of study outline

Implements supplemental educational programs to prepare youth for the secondary school completion, training, employment and further education outside of the required education time.

Conducts supplemental educational programming activities such as C2 Character Challenge to help reduce recidivism, credit recovery, drop-out intervention curriculum, and Edmentum based curriculum

Facilitates Life Skills Management program curriculum; drop-out prevention, job readiness, avoiding gang activity, substance abuse education, healthy eating habits, teen parenting, anger management, and bullying

Facilitates enrichment services such as Art Therapy, Drum Therapy, and Pet Therapy

Assists students in designated supplemental subjects (drop-out prevention, basic life management, avoiding gang activity, teen parenting, and substance abuse), using various teaching methods such as demonstrations, audiovisual presentations, and discussions etc.

Assists the RCJDC Teacher to help evaluate and determine those students that need supplemental academic services

Assists with record keeping, assessment, copying, grading assignments and documenting statistical data

Implements instruction that addresses diverse populations and varied learning styles of students

Utilizes a variety of teaching strategies and instructional materials

Assists the Teacher in the set-up and maintenance of the teaching areas, materials and supplies

Documents student progress and records results as directed by the Rutherford County Juvenile Detention Center's Teacher

Utilizes strategies to infuse technology with supplemental teaching and learning

Maintains classroom environment conducive to learning through effective classroom management

Prepares and/or generates routine correspondence, letters, memoranda forms, reports, and other documents via computer as directed by the Teacher

Assists the Teacher, when directed, in communicating with parents/guardians regarding students' progress and/or special needs

Maintains/assures security of detention facility; makes rounds of facility and performs security checks; monitors video surveillance equipment; checks locks, alarms, and other security devices; controls door operations

Searches cells, lockers, mail, building, ground areas, and students when necessary to locate/remove contraband to maintain security; assists in conducting searches for escapees

Serves as housing, booking, and visitation officer

Assists in controlling/restraining violent/unruly inmates

Performs basic cleaning/maintenance tasks associated with cleaning/maintaining teaching areas, desks, office, etc.

Operates a variety of standard and specialized equipment and tools associated with work activities, which may include a motor vehicle, chemical weapons, handcuffs, flashlights, security/alarm system, cameras, door control panels, radio/communications equipment, telephones or general office equipment

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs

Maintains a comprehensive, current knowledge of requirements for students to obtain a Tennessee High School Diploma, and/or Juvenile Court activities; reads professional literature; attends workshops and training sessions as appropriate; participates in continuous professional development as it relates to individual, school, and system

Must work hours as scheduled

Completes work at assigned work station as determined by supervisor

ADDITIONAL FUNCTIONS

May give speeches or presentations to public

Provides assistance to all educational staff, other employees, or departments as needed

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associates Degree in Education with two years related experiences and/or training; or any equivalent of education and training which provides the requisite knowledge, skills, and abilities for this position. Must be 22 years of age. Prior successful experience working with at-risk students in an educational environment is preferred. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) ; may occasionally involve heavier objects and materials (up to 165 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: monitoring detainees during school, escorting detainees, maintaining safety and security

Surface: concrete

Estimated Total Hours: 4-6 **Maximum Continuous Time:** 8

2. SITTING

Tasks: interviews, preparing lesson plans, grading papers, phone calls, preparing reports, answering phones

Estimated Total Hours: 2-4 **Maximum Continuous Time:** 8

3. LIFTING/CARRYING

Objects: books, detainees

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.	X				
11-25 lbs.		X			
26-50 lbs.			X		
51-75 lbs.				X	
76-100 lbs.				X	
>100 lbs.				X	

4. PUSHING/PULLING
Objects: teacher cart, restraint chair, drawers and files

Height of hands above floor during push: approximately 60-72 inches

5. CLIMBING
Tasks: room checks, securing detainees, maintenance issues

Device: steps/ chairs

Height: 15 steps

Frequency: 15-30 minutes

6. BENDING/SQUATTING/KNEELING
Tasks: maintaining safety and security of detainees, retrieving/putting up supplies

Frequency: several times a day

7. REACHING
Tasks: loading books on carts, maintenance issues, retrieving/putting up supplies

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	5-20 minutes	10 pounds
21-36"	All	Daily	5-20 minutes	10 pounds

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	98 % of time
Outside	2 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Pens, pencils, textbooks, push carts, computers, microwave, OC spray, DVD player, phone, televisions, shackles, handcuffs

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e.: writing, twisting hands or wrist, etc.	X		Daily

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Full Legal Name (printed)

Employee's Signature

Date