

**TITLE: JJAEP INSTRUCTOR**

**SUMMARY: PROVIDES INSTRUCTION FOR JJAEP STUDENTS**

**SUPERVISED BY: CHIEF JUVENILE PROBATION OFFICER**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop curriculum and lesson plans for all students and provide instructions to all students that conform to the Texas Essential Knowledge and Skills requirements
- Teaches instructional subjects as set for by TJJD and TEA (Texas Education Agency)
- Assigns course work and maintains grade
- Collaborates with special education teachers to follow student Individual Education Plan (IEP) and Behavior Management Plan (BIP)
- Collaborates with school districts in providing documentation of attendance and grades, and to establish testing schedule for state testing
- Sends parent/guardian progress reports and grades and behavioral correspondence
- Conducts teacher/parent conferences
- Tests students to evaluate student success
- Oversees daily activities of students
- Monitors and controls classroom behavior and documents behavior in class
- Conducts physical activity program
- Testifies in court proceedings if necessary
- Complies with all TJJD standards
- Maintains all student files as required per TJJD standards and policy
- Maintains current knowledge, understanding and skill in teaching strategies and participates in staff development programs

**ADDITIONAL DUTY**

- Any other duty as assigned by the supervisor within the scope of the department

**MINIMUM REQUIREMENTS:** Bachelor's Degree in Education or related field, certified to teach in the State of Texas through the State Board of Educator Certification in grade levels above 4<sup>th</sup> grade. Special Education certification is preferred. Must pass extensive background investigation. Current Texas Driver's License. Maintain auto liability insurance.

**PHYSICAL DEMANDS:** While performing the duties of this position, the Instructor is required to sit, stand, write, type, bend, walk, lift 30 pounds, drive and physically restrain youth as set out in the restraint section of the policy and procedures manual.

**WORKING CONDITIONS:** Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment. May be exposed to unpleasant odors, fragrances and body odors. Professional dress is required. No jeans will be allowed in court.

**HOURS:** 7:45 a.m.-4:45 p.m., subject to change, transport of students before, during and after business hours, training after, before or during business hours, or any other times as needed.

Salary will commensurate with experience and certifications. Paid time off will only be earned during full work months. (Excludes Aug, November (if out for full week), December, March, June, July). Employee will work all staff development days listed in the adopted calendar.

**Position begin date: 08/01/2019**

**Please submit Hill County application, located on the Hill County website. A resume with all work experience is required with teaching certification. All applications must be submitted by June 15, 2019. Please submit in person at 401 W. Walnut St. Hillsboro Texas 76645 or via email at tinalincoln@gmail.com.**

**Hill County is an Equal Opportunity Employer.**