

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Cristy Malott TODAY'S DATE: 01/14/2022

DEPARTMENT: Juvenile Services

SIGNATURE OF DEPARTMENT HEAD: *C Malott*

REQUESTED AGENDA DATE: 01/24/2022

SPECIFIC AGENDA WORDING:

Request to add part-time Teacher position for JJAEP.

COMMISSIONERS COURT

JAN 24 2022

Approver

PERSON(S) TO PRESENT ITEM:

Cristy Malott

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME:
(Anticipated number of minutes needed to discuss item)

ACTION ITEM:
WORKSHOP:
CONSENT:
EXECUTIVE: ✓

STAFF NOTICE:

COUNTY ATTORNEY: ✓
AUDITOR: ✓
PERSONNEL: ✓
BUDGET COORDINATOR: ✓

IT DEPARTMENT:
PURCHASING DEPARTMENT:
PUBLIC WORKS:
OTHER:

This Section to be completed by County Judge's Office

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE:

COURT MEMBER APPROVAL:

DATE:

7/10/2021



Job Title	Part Time Teacher - JJAEP		
Pay Grade		FLSA Status	Non-Exempt

GENERAL SUMMARY

Provide educational instruction to students attending the Johnson County Juvenile Justice Alternative Education Program.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assign and modify curriculum for students at varying grade levels.
- Implement appropriate instructional and learning strategies, activities and materials to ensure comprehension.
- Collaborates with Special Education Teachers and the Program Administrator to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP)
- Assess student learning styles and needs and makes modifications as necessary.
- Maintain grades and prepare progress reports.
- Monitor students to ensure compliance with the program and redirect behavior as necessary.
- Possess computer and Internet research skills.
- Perform other related duties of a similar nature and level as assigned.

MINIMUM QUALIFICATIONS

- Be a US Citizen.
- Be at least 21 years of age.
- Possess a valid Texas Driver's License.
- Meet criminal history employment guidelines as provided by the Texas Juvenile Justice Department (TJJD).
- Have acquired a Bachelor's Degree from an accredited college or university recognized by the Texas Higher Education Coordinating Board.

- Must be certified by the State Board for Education Certification (SBEC).
- Have 1 or more years of youth-related experience working specifically with Junior High and High School students.

KNOWLEDGE, SKILLS, and ABILITIES

- Be at work regularly, consistently, and on time.
- Follow oral and written instructions.
- Communicate effectively orally and in writing.
- Operate standard office equipment, computers, and related software.
- Demonstrate strong organizational skills and attention to detail.
- Adhere to a strict level of confidentiality and ethics.
- Work independently and efficiently.
- Exercise good faith judgments and decision-making.
- Establish and maintain cooperative interpersonal relationships.
- Be familiar with curriculum standards, graduation requirements, and state assessments.
- Ability to effectively communicate with at-risk youth.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working with students who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.

This position typically requires manual dexterity, talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, and climbing.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work: Performing the essential functions typically requires exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly.

Johnson County is an Equal Opportunity Employer.

Date created:	08/28/19
Dates revised	