

Department of Juvenile Services Johnson County, Texas		Pages 1 of 2	<b>Approved</b>
Chapter <b>DEPARTMENT ADMINISTRATION</b>	Related Standards	Commissioners Court	
Subject <b>JOB DESCRIPTION – PROGRAM ASSISTANT FOR JJAEP</b>		JUL 13 2015	

JOB TITLE: Program Assistant for the Juvenile Justice Alternative Education Program

**BASIC RESPONSIBILITIES:**

Under direct supervision from the Deputy Director of the JJAEP and/or Director of Juvenile Services, the Program Assistant is responsible for providing guidance in behavior, education and social skills to students enrolled in the JJAEP.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

- Assist teacher(s) with course instruction
- Develop and facilitate life/social skills programs
- Assist in the supervision of students
- Meet with school officials and community resources as needed
- Assist students in developing behavior and academic goals
- Assist families with finding community resources as needed
- Mentor students
- Conduct student orientation into and transition from the program
- Assist students in transitioning back to home campus
- Conduct follow-ups with discharged students
- Provide verbal intervention
- Monitor students to ensure compliance with program requirements
- Assist teacher(s) and Deputy Director in maintaining documentation and files
- Perform other related duties

**REQUIREMENTS:**

1. Must be a citizen of the United States of America
2. Possess a High School Diploma or GED equivalency
3. Must be 21 years of age or older
4. Must have (with or without accommodation) vision correctable to 20/20
5. Must have good hearing and good communication skills
6. Must have good physical abilities, such as being able to stand or sit for long periods of time, along with being able to participate in some physical activities with the students.
7. Meet TCIC/NCIC employment guidelines not to have a criminal record as required by the Texas Juvenile Justice Department Standards
8. Possess a valid Texas Driver's License and proof of liability insurance
9. Be of good moral character

**May be certified by the Texas Juvenile Justice Department as a Juvenile Supervision Officer, but is not required. If certification is obtained, then this position is allowed to perform restraints as needed.**

Chapter	Subject	page 2 of 2
<b>DEPARTMENT ADMINISTRATION</b>	<b>JOB DESCRIPTION – PROGRAM ASSISTANT FOR JJAEP</b>	

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Texas Family Code – Title III, Texas Penal Code, Texas Education Code  
 Chapter 37, Texas Juvenile Justice Department standards for JJAEP  
 Knowledge of child development, particularly adolescent needs  
 Knowledge of the Juvenile Justice System  
 Ability to utilize personal computer  
 Be at work regularly and consistently during work hours  
 Work independently and efficiently  
 Accept direction and constructive criticism  
 Work with and get along with other department employees and employees of other agencies  
 Perform public speaking  
 Effectively communicate in writing and orally  
 Ability to work effectively with youth  
 Ability to maintain written files and records  
 Ability to follow instructions both oral and written  
 Ability to act quickly and decisively in emergencies

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:**

Must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves or others.