



## **EDUCATOR JOB POSTING**

Revised: May 2022

Supervised by: Director

Shift: Monday-Friday 7:45 a.m.-3:45 p.m.; year-round

Starting Salary: To Be Determined, plus benefits

The Educator shall be responsible for providing direct care, supervision and program services to residents, including supervising and administering the resident education program and serves as a liaison between the Juvenile Center and local public-school systems.

The Youth Attendant must obtain 120 hours of training during the first year of employment and 40 hours each year thereafter.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

#### **The Educator shall be responsible for:**

Maintaining the safety and security of the facility

Providing direct care, supervision and program services to residents

Continually evaluating residents and recording all behavior changes and incidents and write Court Behavior Reports to let judges and probation know how residents are doing in school

Assisting with structuring residents' free time as well as daily large muscle activities

Provide High School equivalency practice materials to residents and set up testing as necessary

Maintaining, updating and expanding educational materials

Serving as a liaison between schools, special education cooperatives and other agencies

Writing and overseeing the Title I Part D grant

Remaining alert to respond to problems, emergencies and safety/security violations such as rule infractions, conflicts between residents, attempted escapes, irrational or inappropriate behavior and illnesses

Properly securing and or physically restraining violent and uncontrollable residents as necessary

Attending staff meetings and meeting all training requirements

Any other Youth Attendant duties as assigned

## **Job Requirements:**

Must be at least 21 years of age

Must possess a valid Indiana Driver's License and a safe driving record

Must have a high school diploma or its equivalent

Must have a Teaching License valid in the State of Indiana; Special Education certification preferred, but not necessary

Must pass a pre-employment physical, Criminal Records' Check, Department of Child Services check and the National Sex and Violent Offender Check

CPR/AED/First Aid Certification- can obtain on-the-job

Aikido Control Training (A.C.T.)- will be trained in on-the-job

## **Knowledge, Skills and Abilities:**

The Educator must meet all training requirements, including 40 hours annually. He/she must have the ability to work evening, irregular, extended and/or weekend hours as required. He/she must have a working knowledge of Standard English grammar, spelling and punctuation.

The Educator must possess a working knowledge of and ability to follow and make practical application of the customary practices, procedures, rules, regulations and personnel policies. He/she must possess or obtain training in security measures, handling of specific incidents such as assaults, disturbances and discovery of contraband.

The Educator must have a knowledge of and ability to apply appropriate methods of the Aikido Control Training (A.C.T.). He/she must also possess the ability to swiftly, rationally, and decisively enforce Juvenile Center rules and regulations, resolve conflicts, respond to emergencies and take authoritative action with minimum use of physical force.

The Educator must have knowledge of and ability to properly use all assigned uniforms and/or equipment. He/she must have the ability to physically perform the essential duties of the position, including but not limited to, walking/standing/sitting for long periods, running/walking up and down flights of stairs and/or physically restraining juveniles during emergency situations.

The Educator must possess the ability to effectively comprehend, communicate and cooperate with the juveniles, staff and the public, including professional colleagues and others, being sensitive to professional ethics, gender/culture diversities and disabilities and have the ability to apply and implement group living guidelines and serve as a positive role model for juveniles.

\*Applications are available on the Dearborn County website ([dearborncounty.org](http://dearborncounty.org)) or in person at the above address.