

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: TITLE I, PART D COORDINATOR/LIFE SKILLS SPECIALIST

FLSA STATUS: EXEMPT ADMINISTRATIVE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop professional correspondence in compliance with Title I, Part D, completing all documentation pertinent to the Title I, Part D Grant and assisting with the compliance of the Title I, Part D Standards for the Rutherford County Juvenile Detention Center. Classification serves as the educational leader of the programs to which assigned, providing direct student support and leadership in areas of curriculum, supervision, evaluation and administration. Classification establishes procedures providing for health, safety, and behavior of students by insuring a clean, neat, and effective use of the educational facilities. Carries out programs including community relations, parent involvement while following the Director's policies, and performs related duties as assigned. Assigns and coordinates a variety of employees. Classification is to plan, execute, coordinate, and teach material associated with educating/encouraging teenagers to become productive members of society. Duties and responsibilities include planning lessons; preparing assignments and activities; providing education and instruction to students; counseling students and parents; maintaining discipline; preparing correspondence and reports; maintaining work areas; and performing other tasks as assigned. Reports to Juvenile Detention Director.

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.

Organizes all Title I, Part D documents

Prepares and manages Title I, Part D budget

Develops professional correspondence in compliance with Title I, Part D

Inventories and maintains records on all Title I, Part D equipment

Accounts for all items purchased and salaries funded by Title I, Part D

Ensures Parent/School district involvement

Actively supervises and evaluates teaching staff

Ensures implementation of services and programming for Title I, Part D as submitted on Title I, Part D applications/proposals

Tracks educational progress, educational assessments, educational plans, successes and barriers of the youth at the center

Maintains all necessary data needed for Title I, Part D

Available for tours to share the benefits of Title I, Part D funding

Schedules and facilitates parenting classes for parents of teens on a regular schedule

Facilitates life skills groups for detainees of a regular basis

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Maintains computer educational programming including selection of educational programming, conducting educational assessments, and properly placing detainees in the appropriate courses
Monitors detainees at the computer workstations

Responsible for stocking and maintaining the educational library in the housing area with appropriate content and materials

Prepares quarterly newsletter, "Parent Connections", and distributes it as directed by supervisors

Mandatory attendance of the Tennessee Alliance for Children and Family Conference

Responsible for managing the Title 1 budget including designating spending, maintaining financial records, balancing the line item budgets and making alterations where necessary

Responsible for selecting appropriate curriculum that will be beneficial to achieving the learning goals as set forth by Title 1

Responsible for preparing and submitting monthly reimbursement requests to the Tennessee Alliance for Children and Families

Responsible for completing the Title 1 Grant Application each year and submitting it for approval

Responsible for collecting and completing educational forms for all admitted detainees to determine their educational needs

Shares responsibilities during the school day for the supervision of all students in all areas of the school

Manages classroom/center resources effectively

Recruits appropriate volunteers to commit to one-day, short-term, and long-term volunteer projects that will enhance the educational experience of the detainees.

Presents program opportunities to campus and local community organizations, faculty, and staff to obtain volunteers, and collaborate on educational programming.

Trains staff members and volunteers in preparation for their educational components in the Rutherford County Juvenile Detention Center classroom setting.

Plans and maintains schedule of volunteers that present educational programming to the detainees on a regular basis.

Instructs students in designated subjects (i.e. English, psychology, history, economics, math, biology, physical science, ecology, health, parenting, adult living), using various teaching methods such as lectures, demonstrations, audiovisual presentations, etc.

Follows established curriculum guidelines, goals and objectives in preparing course objectives and course of study outline (i.e. educating "at risk" teens; assisting in graduating from school; keeping teens out of trouble; teaching skills to become productive members of society).

Maintains records (i.e. student attendance, evaluations, report cards, discipline records, and other documents) as may be required.

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

Utilizes a variety of teaching strategies and instructional materials.

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Uses appropriate assessment procedures to document student progress and records results.

Plans and develops strategies to infuse technology with teaching and learning.

Develops and maintains classroom environment conducive to learning through effective classroom management.

Plans daily lesson schedules; prepares student assignments and activities; reviews, corrects and approves completed work assignments.

Prepares detainee activity/school list with regards to grouping detainees by multiple classifications

Works with probation officers regarding issues pertaining to students

Responsible for providing educational assignments for the Rutherford County Juvenile Detention Center population

Plans, prepares, and implements Job Readiness Program with detainees.

Assists with hiring committee

Provides tours to at-risk kids.

Assists with detain transports.

Assists with court- escorting, monitoring

Develops and conducts training for employees.

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports, and other documents via computer and/or typewriter.

Receives various documentation; reviews, processes, responds, forwards, maintains, and/or takes other actions as appropriate.

Documents weekly reports of educational activities and students served.

Prepares departmental files; maintains file system of departmental records.

Responds to routine requests for information or assistance from members of the staff, the public or other individuals.

Performs basic cleaning/maintenance tasks associated with cleaning/maintaining classrooms, desks, office, bathrooms, etc.

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, juvenile probation, 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.

ADDITIONAL FUNCTIONS

May give speeches or presentations to public to inform /educate.

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Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Education, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Preferred experience with Grants and one to two (1-2) years of experience in working with at-risk youth in an educational environment (or related field). 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, restraint chair, push carts, computers, microwave, water, cooler, 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

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

Yes

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes



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 Signature

Date

Supervisor's Signature

Date