

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Coordinator, Education Programs
Job Code: 8007
Pay Grade: 55
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

The incumbent will be responsible for offering a program of educational advocacy services to court-involved youth and resource and referral services to professionals and volunteers working with youth. Collaborates with specially trained volunteers who serve as a resource for education opportunities and alternatives within Pima County for court-involved youth.

ESSENTIAL FUNCTIONS:

- Provides education advocacy services to court-involved youth.
- Consult with youth and families, gather education records, problem solve and make education recommendations for court-involved youth.
- Provides phone and email consultation, training, resources, and information and referral regarding education to professionals and volunteers working with court-involved youth.
- Attends and participates in meetings (school, mental health and other) for youth with complex educational issues to advocate for the youth and build collaboration between the court and the community.
- Act as a liaison between the court and schools and education programs.
- Serves on court and community committees charged with establishing appropriate educational offerings to court-involved youths.
- Identify and track youth that want to pursue their GED while in detention.
- Provide assistance with transition efforts for youth in detention.
- Provide education advocacy and attend staffing meetings for Youth Recovery Court.
- Provide resources, technical assistance and support for probation and probation programs.
- Plan, organize and facilitate education committee meetings at the court.
- Plan, organize and collaborate with outside agencies in developing education events for court-involved youth.
- Provides information and training opportunities to community education agencies working with court-involved youth. Develops and facilitates an orientation program to be presented internally to the court and within the community outlining court education programs, services, and activities.
- Develops and maintains a program and training manual that outlines the education services to be utilized within the Juvenile Court Center.
- Maintain data and work with research and evaluation staff to track program progress.
- Provides statistical information and/or reports regarding educational services on a regular basis or as directed by the Director, Juvenile Court Services.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Attends conferences and seminars to gain knowledge of current court related educational programs, upcoming legislation on education, and to enhance skills for recruiting volunteer participation.
- Develops brochures, flyers, or other written materials for promoting the Juvenile Court Center educational programs and volunteer opportunities.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have basic knowledge of the state, county, and local education systems and of education law, especially the Individuals with Disabilities Education Act (IDEA) and McKinney-Vento Act.
- Must have knowledge of the educational issues and needs of court-involved youth.
- Must have the basic knowledge of coordinating education and volunteer programs and supervising volunteers.
- Must have knowledge of desktop computers, Microsoft Windows Office software and use of the Internet.
- Must have skills in one or a combination of the following: public relations, marketing, event planning, training, adult education, community outreach or any combination of these skills.
- Must have knowledge of business English, grammar, punctuation, spelling, problem-solving and conflict resolution.
- Must have the skills to prioritize, organize, conduct research, compile data, write and edit reports and maintain confidential files.
- Must have the ability to strongly advocate for youth and families within various systems.
- Must have the ability to work in a team environment and individually.
- Must have the ability to communicate effectively and work successfully with a large variety of court employees, representatives from external agencies and socially, economically, and culturally diverse persons in the general public.

MINIMUM REQUIREMENTS:

A bachelor's degree in education, social science, psychology, or related field with a minimum of five years of experience coordinating and planning activities relevant to educational services, with a minimum of two years experience working in the public school system and working with court-involved youth. OR any equivalent combination of experience, training and/or education approved by Human Resources. Preference will be given to candidates with a working knowledge of the Rehabilitation Act of 1973, Section 504.A, regarding the protection and eligibility of students determined to have qualifying disabilities.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment of up to 20 pounds. Some travel within the local community will be required to perform some duties.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Juvenile Court Services. The incumbent performs duties under limited supervision and has supervisory responsibilities for a team of volunteers who provide educational services to youth and training to professionals and volunteers.

Date: 04/05/07
Revised: 4/20/09, 02/3/14

Approved by: _____ Date _____
Hiring Authority

_____ Date _____
Deputy Director, Human Resources