



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: Building Coordinator

Department: Education

Posting Closing: Until Filled

Position Location: 593 Infirmary Rd, Dayton, OH 45417

Job Type: Full-time

Salary: Salary Commensurate with experience

Shift: 1st

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave, Personal Leave, and Parental Leave

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Serve in a student-centered instructional leadership capacity developing and managing year-round educational programming. This includes coordinating day-to-day building operations and supervising and evaluating teaching and transition staff.

Assist the Director of Education in ensuring that the school operates in accordance with the Ohio Department of Education Operating Standards as well as the educational standards of the American Correctional Association and the Ohio Department of Youth Services.

Collaborate with state agencies and facility partners to improve student transition outcomes in conjunction with the building Transition Coordinator. Coordination of student transcripts.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

Master’s degree in Educational Leadership, Special Education, or related field with a preferred three years of experience serving students in grades 7-12 who are at risk of school failure including students with disabilities. Ohio Department of Education 5-Year Professional Principal Licensure preferred. Or the ability to obtain an Alternative Principle License from the Ohio Department of Education within 3 months of employment.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Building Coordinator
--

DEPARTMENT	Education	EMPLOYMENT STATUS	Full-time
FLSA STATUS	Exempt	REPORTS TO	Director of Education
PAY GRADE:	A24	WORK SCHEDULE	40 hours per week
CIVIL SERVICE STATUS	Unclassified		

DISTINGUISHING JOB CHARACTERISTICS

Serve in a student-centered instructional leadership capacity developing and managing year-round educational programming. This includes coordinating day-to-day building operations and supervising and evaluating teaching and transition staff.

Assist the Director of Education in ensuring that the school operates in accordance with the Ohio Department of Education Operating Standards as well as the educational standards of the American Correctional Association and the Ohio Department of Youth Services.

Collaborate with state agencies and facility partners to improve student transition outcomes in conjunction with the building Transition Coordinator. Coordination of student transcripts.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Using the Education Department framework to supervise, manage, coach, train and evaluate teaching and transition staff.

Assist in implementing, supervising and monitoring the instructional programming.

Conduct regular staff meetings, individual teacher meetings, and facility Directors meetings to foster effective communication.

Establish annual goals and performance objectives for the educational programming within the building.

Recruit education and teaching staff and school volunteers.

Develop and monitor the school’s safety and security plan in concert with the overall facility safety and security program.

Enter and approve the employees' weekly time in the payroll system, and approve/manage employee time-off requests.

Coordinate building-wide Positive Behavior Supports (PBIS) system.

Maintain classroom supplies and coordinate with the Education director in ordering supplies for the appointed facility.

Acts as the building-level system administrator for the established computer based education programming.

Coordinate class coverage in the event of teacher absences; covers classes if needed.

Supervise and manage student credit checks, and update student transcripts accordingly.

Supervise and manage end-of-term student progress reports

Support staff in addressing student academic and/or behavioral challenges. Interact with medical and/or treatment staff regarding students' physical and psychological conditions.

Intervene in crisis situations to support teaching staff in maintaining positive student discipline whenever appropriate.

Supports teaching and transition staff with meeting with students. Support teachers and transition staff in designing clear, reasonable, and measurable goals addressing students' aftercare educational needs.

Assist teachers with coordinating student field trips.

Ensure teachers maintain accurate and consistent student attendance, academic records, and discipline reports.

Maintain and model high standards of professional conduct.

Submit record request to youth's home school districts and maintain records request from stakeholders.

ADDITIONAL RESPONSIBILITIES

Participate in district team leadership meetings.

Attend various building events/activities.

Establish/maintain building leadership team.

Participate in various stakeholder group meetings, committee meetings, and/or treatment team meetings to contribute to continuous process improvement efforts.

SCOPE OF SUPERVISION

Teachers; Transition Coordinator

EQUIPMENT OPERATED

Electronic technology utilized in schools, general classroom supplies and office equipment.

CONTACTS WITH OTHERS

Director of Educational Services; classroom teachers; youth; parents and legal guardians; facility and treatment staff; Administrative and Management staff; community school and public school staff; counselors, teachers etc.

CONFIDENTIAL DATA

Youth records, which may include but is not limited to personal background; social history; educational and psychological evaluations; discipline reports; standardized test scores; transcripts; IEP's; grades and other academic records.

WORKING CONDITIONS

School-based setting within a secure youth correctional treatment facility; Exposure to potentially violent youth; Possible exposure to contagious diseases, head lice and bloodborne pathogens.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee normally must be able to stand or sit for extended periods of time while teaching. The employee commonly must adjust visual focus to read materials and computer screen. The employee must be able to converse with the youth, visitors, and family members and to hear. Must be able to assist in a physical intervention in the unlikely event it should become necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: human growth and development; education principles and standards; organizational leadership; behavior management; teaching strategies for non-traditional students and those with emotional, behavioral and learning disabilities; student motivation and behavior management; crisis intervention process and

techniques; basic psychology and human relations; security and safety precautions; classroom organization and management; cognitive development and dysfunction in children and adolescents; reading problems and strategies.

Ability to: maintain flexibility while coaching staff in differentiating course curriculum and materials to meet diverse learning needs; adapt to varying learning styles; work in a secured environment; interact and communicate with students with a wide range of abilities, experiences, educational attainment and behavioral needs; empathize with students and staff, and serve as role model; develop and maintain effective working relationships with associates, youth, family members, visitors; maintain confidentiality of sensitive student and staff subject matter; exhibit creative problem solving skills.

Skill in: teaching; instructional leadership including using data to inform instruction; PBIS and other behavior management strategies; clear verbal and written communication; CPR; First Aid and other safety and security protocols; listening; operation of computer and computer software.

MINIMUM QUALIFICATIONS

Master's degree in Educational Leadership, Special Education, or related field with a preferred three years of experience serving students in grades 7-12 who are at risk of school failure including students with disabilities. Ohio Department of Education 5-Year Professional Principal Licensure preferred. Or the ability to obtain an Alternative Principle License from the Ohio Department of Education within 3 months of employment.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

5-Year Professional Principal License/ or Alternative Principal License and CPR; First Aid.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

I have read the above job description and fully understand my responsibilities.

Employee Signature: _____

Date: _____