



COMMUNITY CORRECTIONS EDUCATOR

Classification #: 197
FLSA: Non-Exempt
EEOC: 2

GENERAL STATEMENT OF DUTIES:

Plans, organizes, implements and delivers standardized instructional curriculum to offenders under supervision of Marion County Sheriff's Office. Participates in program planning activities, conducts research in areas of specialty, prepares reports and makes program recommendations. Provides technical assistance and expert advice in program areas to related advisory councils, commissions and agencies. Participates as member of a case management team and acts as lead in coordinating, improving, promoting and developing required resources.

SUPERVISION RECEIVED:

Works under general direction of a division lieutenant or assigned management personnel.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this classification; however, incumbents may exercise lead responsibility over one or more employees engaged in closely related duties.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following.)

1. Delivers standardized, evidence-based instructional programs to offenders under supervision of Marion County Sheriff's Office.
2. Selects, prepares and distributes education materials including pamphlets, reports, films, exhibits and other audio-visual aides.
3. Conducts training for departmental staff in specific programs and their utilization.
4. Provides technical assistance and expert advice in program areas to related advisory councils, commissions and agencies, both private and public.
5. Establishes and maintains liaison with similar personnel engaged with other programs and agencies.

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6. Conducts research in areas of specialty, gathers and compiles data and information, prepares reports and makes recommendations.
7. Recommends policy goals and objectives for program area, interprets policy and procedures, assures compliance, monitors non-compliance and takes appropriate corrective action.
8. Makes recommendations to increase effectiveness of existing program(s) and methodologies based on assessment, relevant literature and research.
9. Acts as lead in improving, coordinating, promoting and developing needed resources.
10. Participates in or coordinates service area activities and works with staff to problem solve issues; assembles data for use in educational programs, coordinates and presents outcomes and makes public presentations as needed.
11. Screens applications and selects candidates for the Parenting Inside Out and other classes.
12. Performs other duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of adult learning principles, objectives, practices and theories specific to adult offenders in a criminal justice environment; knowledge of resources available necessary to plan, develop and administer programs in areas of specialty; knowledge of evidence-based processes and criminogenic needs and motivation to change; knowledge of methodologies of program assessment and evaluation; skill in English usage, spelling, grammar and punctuation; ability to apply knowledge to the development, implementation and evaluation of programs; ability to organize, plan, coordinate and administer standardized programs to adult offenders in the criminal justice environment; ability to compile data from various sources, analyze data, prepare evaluative reports and integrated plans; ability to develop and maintain productive liaison and contacts with citizen boards, commissions, public and private agencies, department programs and county departments; ability to communicate clearly and concisely, both orally and in writing; ability to effectively analyze data and results of evaluative research; ability to establish and maintain positive working relationships with co-workers and the public.

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EXPERIENCE AND TRAINING:

1. Graduation from a four (4) year accredited college or university with specialization in education, psychology, social sciences or related fields; **AND**
2. Two years of responsible experience in the delivery and administration of adult learning programs, preferably in the criminal justice environment; **OR**
3. Any equivalent combination of experience, education and/or training relevant to the position

NECESSARY SPECIAL REQUIREMENT:

1. Certification in teaching the Parenting Inside Out (PIO) curriculum.
2. Possession of or ability to obtain a valid, Class A Oregon driver's license, within 30 days of hire. Must poses at time of hire, and maintain an acceptable driver's record.
3. Final candidates will be subject to a personal background investigation including, but not limited to, employment, criminal and driving histories.
4. Ability to work a flexible work schedule, including evenings.

Adopted: 6/09

Revised:

MR: 6/09