

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Cognitive Skills Coordinator
Job Code: 8127
Pay Grade: 49
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

This position administers and coordinates specific education programs related to teaching cognitive skills curriculum and coordinates the development of a Motivational Enhancement model for offenders placed on probation.

ESSENTIAL FUNCTIONS:

- Coordinates a program teaching cognitive skills curriculum to offenders placed on probation.
- Coordinates with DTEF Program Coordinator the development of a Motivational Enhancement model to be used in conjunction with the Cognitive Skills curriculum.
- Coordinates, supervises, participates, and teaches all aspects of the cognitive skills program implementation.
- Initiates and participates in the development and implementation of program goals and objectives, and evaluates program outcomes.
- Initiates, designs, and evaluates procedures essential to the completion of the program's short and long-term objectives.
- Designs curriculum modifications that accommodate group and student learning styles and needs.
- Organizes and implements cognitive skills graduation events
- Motivates and assists program participants, individually and as a group, to apply new skills in their lives.
- Communicates and collaborates regularly with cognitive coaches, officers, Education Services staff, administration, and outside agencies.
- Researches and assesses current and new applications of cognitive skills and cognitive-behavioral interventions, and Motivational Enhancement methodologies.
- Coordinates blending cognitive skills with Education Services in order to enrich each program.
- Develops and evaluates educational materials and the effectiveness of education programs.
- Serves as resource to specialized programs regarding cognitive interventions and acts as liaison between Court and Division.
- Designs and presents cognitive skills overview to adult probation staff, including New Employee Orientation, and outside agencies.
- Coordinates and participates in needs assessments of participants, and coordinates referral process with probation officers.
- Trains and evaluates new cognitive coaches, full/part-time coaches and volunteers.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Prepares brochures and reports describing a publicizing departmental and related services and information.
- Represents the division/probation department at professional organizations and conferences.
- Ensures program compliance with established guidelines and monitors the program budget and expenses.
- Investigates funding sources for program application and expansion.
- Performs related projects and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and practice of adult education, effective teaching, adult learning styles, assessment, diagnosis, and remediation of individualized instruction.
- Must have knowledge of motivational enhancement techniques and cognitive behavioral theory.
- Must have skills in cognitive skills instruction, assessing and reporting student progress and adjusting teaching strategies, and behavior management and modification strategies.
- Must have the skill to operate office equipment such as desktop computer including word processing, Microsoft excel, outlook and power point.
- Must have the ability to communicate effectively with a wide variety of superior court employees including judges, judicial staff, court leadership and administration, vendors, and the general public.

MINIMUM REQUIREMENTS:

A Bachelor's degree in a behavioral science or the education field and three years of professional level experience teaching in the criminal justice system or adult education. Or any equivalent amount of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Education Services Program Coordinator. This position performs duties under general supervision and provides direction to the Cognitive Skills Instructor.

Date: 09/01/01
Revised: 06/21/04