

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Cognitive Skills Instructor
Job Code: 8128
Pay Grade: 49
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Performs work of challenging assignments assisting the Motivational Interviewing/Cognitive Skills (MI/CS) Coordinator to administer and coordinate specific education programs related to teaching Motivational Interviewing to probation staff and cognitive skills strategies to offenders

ESSENTIAL FUNCTIONS:

- Assists with program development and implementation of motivational interviewing and cognitive skills models.
- Participates in the development of the cognitive skills curriculum goals and objectives, the skills to be taught, and the parameters by which to track the performance and progress of offenders.
- Teaches cognitive skills curriculum to offenders placed on probation.
- Trains probation staff and community providers on motivational interviewing and cognitive skills practices.
- Assists the MI/CS Coordinator and Drug Treatment Education Fund (DTEF) Coordinators with special projects, events, and serves as a MI/CS program resource to Drug Court.
- Assists with curriculum design modifications that accommodate group and student learning styles.
- Assists with research and assessment in current and new applications of motivational interviewing, cognitive skills, and cognitive-behavioral interventions.
- Conducts periodic reviews of participants and program quality assurance to evaluate whether program goals and outcomes are being met and if necessary to recalibrate any aspects of the programs.
- Assists in research of MI/CS outcome studies and make program modifications as necessary.
- Assists with the preparation of marketing materials such as brochures and reports to publicize the MI/CS programs and services offered and for individual information.
- Conducts presentations that provide an overview of program features, goals, statistics, and accomplishments to adult probation staff, appropriate external agencies and in new employee orientation.
- Assists with the planning and implementation of graduation events for program participants.
- Assists with process referrals from probation officers.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Assists in the research of funding sources to support program objectives and expansion.
- Makes recommendation for purchases of materials, supplies and other budgetary items.
- Performs other related projects and duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of cognitive behavioral interventions and motivational interviewing methods.
- Must have knowledge of adult learning styles, group dynamics, identifying unique needs, and assessing student performance.
- Must have strong skills in presentation to groups, business English, grammar, and spelling.
- Must have skills with the operation of desktop computers and familiarity with windows software.
- Must have the ability to communicate effectively with a wide variety of court employees, offenders, and the general public.

MINIMUM REQUIREMENTS:

A Bachelors degree in behavioral science, education, or a relevant field of study and three years of professional level work experience in teaching; OR, an equivalent combination of experience, training and/or education that demonstrates the ability to perform the essential functions of this position. Preferred qualifications include teaching adults, adult offenders, or working with substance abusers.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

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

DISTINQUISHING CHARACTERISTICS:

This is a classified position that reports to the Adult Probation Education Services Program Coordinator. This position performs duties under general supervision and no supervisory responsibilities.

Date: 09/01/01
Revised: 05/24/04; 11/26/06