

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Probation Education Program Coordinator
Job Code: 8104
Pay Grade: 61
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Plans, organizes, coordinates and monitors the activities of the Education Services Unit and the LEARN program. Directs and oversees the Cognitive Skills/ Motivational Interviewing program and the Adult Probation internship program.

ESSENTIAL FUNCTIONS:

- Plans and coordinates the activities of the Education Services Unit and the LEARN program in the Adult Probation division.
- Participates in the selection of employees; supervises, trains, evaluates, and counsels the professional and support staff of the unit.
- Researches, writes, develop, and monitors financial program grants. Develops, implements and oversees program budget.
- Screens and contracts with agencies and outside vendors to provide services for court-related programs and monitors services to ensure quality of services and performance to the contract.
- Assures contract or in-house services are received by the client through contact with the client's probation officer.
- Prepares management and adhoc reports for the Arizona Supreme Court, Arizona Department of Education, Pima County Superior Court and others, regarding the status of the LEARN program.
- Presents information on probation functions, programs, and procedures to the public.
- Represents educational programs at the Arizona Department of Education and the Supreme Court/LEARN directors' meetings.
- Represents adult probation and the educational services unit on local/state community agency boards.
- Coordinates program activities with educational, rehabilitative programs at local and state levels.
- Oversees all aspects of the student intern program.
- Conducts and participates in special administrative and operational studies or projects.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Oversees all aspects of the adult education and the cognitive skills graduation ceremonies.
- Develops, coordinates and conducts Supreme Court mandated training for court employees.
- Performs related projects and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of contemporary social, educational and economic conditions as they relate to adult probation and the justice system.
- Must have knowledge of probation and court practices/procedures, laws, regulations and guidelines pertinent to education and criminal justice.
- Must have knowledge of community educational and social service programs and resources.
- Must have a strong knowledge of theories and practices used in education services, including correctional and adult education.

- Must have strong management skills coordinating, planning, organizing, implementing and communicating program objectives, policies and procedures.
- Must have strong skills in report and business writing, and preparing grant-funding applications.
- Must have a good knowledge of state of the art educational and office software and databases
- 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 Master's degree from an accredited college or university with a major in education or a closely related field and three years of professional adult education experience; Or, a Bachelor's degree in education or a directly related field and five years of experience in adult or correctional education; Or, any equivalent amount of experience, training, and/or education approved by Human Resources

LICENSES AND CERTIFICATES:

An Arizona Department of Education's, Adult Education certification is required at the time of appointment. Must have a valid Arizona driver's license at the time of appointment.

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 an Adult Probation Division Director. This position performs duties under limited supervision and directs the professional and administrative support staff of the Education Services Unit of Adult Probation.

Date: 09/01/02
Revised: 07/16/04