

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Teacher  
**Job Code:** 8133  
**Pay Grade:** 49  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Provide classroom instruction to probationers and the administration of adult education programs, which includes Adult Basic Education (ABE), and Adult Secondary Education (ASE), to adult probationers and their families, remanded youth, or other at-risk adults in the community.

### **ESSENTIAL FUNCTIONS:**

- Participates in the development of adult education program goals and objectives.
- Administers programs for the purpose of teaching adult education curriculum to adult offenders placed on probation.
- Coordinates, supervises and participates in all aspects of ABE/GED instruction during class time.
- Directs and participates in the development of educational programs for ABE/GED classes.
- Coordinates and participates in standardized needs assessments.
- Compiles individual student lessons on educational software programs; maintains and updates lessons.
- Coordinates with staff and participates in daily activities essential to the completion of program objectives, such as students obtaining GED's, improving English skills, and achieving educational gains.
- Coordinates referral and intake process with probation officers for incoming students.
- Develops and produces educational materials for adult education curriculum.
- Enters students' education information into a data collection system for analyzing and reporting to state education agencies.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Conducts evaluations on the effectiveness of educational materials and education programs.
- Reviews, evaluates and recommends the use of resource materials and other teaching aids.
- Prepares brochures and reports describing and publicizing departmental and related services and information.
- Prepares monthly attendance reports on each defendant to assist officers or case managers.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the principles and practices of adult education, learning styles, and effective teaching techniques.
- Must have the skills for proficient case and/or project management.
- Must have desktop computer skills in Microsoft Word, Excel, Access, and PowerPoint.
- Must have skills in coordinating and delivering education/ training to adult clients.
- Must have skills to make presentations to individuals and groups.
- Must have the ability to communicate effectively to a variety of individuals with culturally different backgrounds.

**MINIMUM REQUIREMENTS:**

A Bachelor’s Degree in education or a closely related field and three years of experience teaching adults. Or any equivalent combination of experience, training and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Must have a State of Arizona issued Adult Education Certificate or the ability to acquire the certificate.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

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

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Probation Program Coordinator, Education Services. The incumbent performs duties under general supervision and has no supervisor responsibilities.

Date: 12/27/01  
Revised: 01/08/07; 09/08/10

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Hiring Authority

\_\_\_\_\_ Date \_\_\_\_\_  
 Director, Human Resources