



Job Title: **Juvenile and Adult Corrections Education Administrator**

Department: **Student Advocacy**

Supervisor: **Director of Student Advocacy and Access**

Lane Placement: **Administrative Lane 4**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The **Juvenile and Adult Corrections Education Administrator** is responsible for the administration and coordination of all programs and personnel serving the Youth-in-Custody Program and South Park Academy. Additionally, the Administrator will oversee the Adult Education Program at the Utah State Correctional Facility and will be the line supervisor for all Canyons Personnel working in these programs. The Administrator will work under the direction of the Director of Student Advocacy and Access and will assist in promoting seamless and aligned evidence-based educational services for relevant student populations.

ESSENTIAL FUNCTIONS

- Acts as the Principal for Genesis, Draper Group Home and South Park Academy.
- Administers Youth-in-Custody programs within Canyons School District.
- Acts as a liaison between Canyons School District and Utah State Office of Education with respect to Youth in Custody services and Corrections Education.
- Acts as a liaison between Canyons School District and the Department of Corrections.
- Assesses needs, develops budget, and writes grants required for State and Federal Funding.
- Administers a large budget in compliance with grant requirements and CSD Policies and procedures. Is accountable for all financial and capital resources.
- Fulfills administrative responsibilities for the hiring, training and evaluation of all Canyons School District personnel. Ensures that employees are compliant with CSD policies as well as policies and procedures required by the Juvenile Justice System and Corrections Education.
- Builds and maintains relationships with High School principals including Davis Applied Technology to promote College and Career readiness.
- Collaborates with CSD school principals and support staff to provide rigorous instruction in the least restrictive environment to students identified as Youth in Custody.
- Collects and reports data, as needed, to obtain funding from state, community and/or federal agencies.
- Assists, as needed, in the transition of Youth In Custody students from court placements, DCFS, JJS, county detention centers, treatment and other restrictive settings into CSD schools.
- Collaborates with community mental health providers and other agencies to provide appropriate wrap-around services.
- Collaborates with Department of Corrections to provide Life Skills training preparing inmates for Parole.
- Collaborates with Department of Corrections and other community agencies in supporting academic and career preparation for inmates seeking parole.
- Collaborates with EBL, Entrada and ALS to align evidence-based curricula with Adult Education programs, provide effective Professional Development and monitor student achievement for continuous program improvement.
- Acts as the lead administrator negotiating interagency agreements related to this department.
- Communicates consistently and courteously with CSD stakeholders, including parents.
- Represents Canyons District to community stakeholders and agencies charged with relocation of Prison.

- Collaborates on an ongoing basis with other academic staff to provide seamless and aligned evidence-based instructional services to relevant student populations.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Obtain and maintain BCI clearance to work in a correctional facility
- Master's degree in related field, a valid Utah Teacher Certification, and Utah administrative/supervisory certification;
- Prior administrative experience with Juvenile Justice and Corrections Education required
- Documented prior experience managing large budgets and supervising personnel
- At least fifteen (15) years' experience in education, preferably with at-risk and high-risk students.
- Experience in providing services to at-risk and high-risk students and their families.
- Able to take the initiative, build collaborative teams and manage multiple priorities
- Fluent in research and implementation of evidence-based education models.
- Strong knowledge of special education and 504 processes.
- Demonstrated ability to collaborate with multiple stakeholders.
- Exceptional verbal and written communication skills.
- Exceptional public speaking skills and willingness to advocate for students in alternative settings.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Requires ability to lift a minimum of ten (10) pounds.
- Possesses the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, interaction with critical personnel, interaction with parents and community members, and consistent changes in the educational profession.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____

Effective date: 11/01/2019