



## EMPLOYMENT OPPORTUNITY

# ACADEMIC TEACHER (ADULT DETENTION FACILITY)

### SALARY AND BENEFITS

\$20.30 - \$24.44 hourly plus benefits package

### FILING DEADLINE

5:00 p.m., September 3, 2010

### DUTIES AND RESPONSIBILITIES

*The Academic Teacher provides instruction in academic subjects to inmates committed to State Prison who are housed in the Lassen Community Correctional Facility (CCF). Incumbent maintains order and supervises the conduct of inmates, and protects and maintains the safety of persons and property. Provides both individual and group instruction, conducts assessment and testing, and provides interdisciplinary subject instruction. Incumbent facilitates additional classes through the Corrections Learning Network Satellite Education Program and Lassen Community College. Incumbent also serves as a member of the Inmate Classification Committee for new arrivals. This is a Non-Safety position. The major duties of the job include:*

- Coordinates and markets contract classes with Lassen College on such subjects as Parenting, Computer Applications, and the Correspondence Degree Program.
- Completes monthly California Department of Corrections and Rehabilitation (CDRC) Statistical reports.
- Participates in professional growth opportunities and training through the Correctional Educators Association and CDRC Training.
- Evaluates newly arrived inmates as a member of the Inmate Classification Committee.
- Participates in Community outreach to encourage the donation of appropriate books and materials.
- Provides interdisciplinary subject instruction based upon the individual and group needs of the inmates.
- Maintains control and discipline within the classroom.
- Maintains control of material and equipment which may be used as potential weapons.
- Prepares courses of study and daily lesson plans.
- Counsels inmates and assisting them in achieving educational goals.
- Establishes and executes an evaluation program.
- Works in liaison with other providers to determine inmates educational and treatment needs.
- Continuously develops, reviews, and evaluates the curriculum needs of inmates.

### MINIMUM QUALIFICATIONS

***Education and Training which lead to the possession of:*** A Single or Multiple Subject Credential; or, a Standard Elementary or Secondary Credential; or, a General Elementary or General Secondary Credential.

**Experience:** Experience in a correctional institution is preferred

**License:** Possession of and retention of a valid California Teaching Credential issued by the Commission on Teacher Credentialing.

Possession of, or ability to obtain, a valid California driver's license.

## **SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## **HOW TO APPLY**

An application may be obtained from the Personnel Office listed below or by visiting our website at <http://www.co.lassen.ca.us> . It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened August 13, 2010

### **☞ GENERAL INFORMATION ☞**

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.