

# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Teacher's Assistant  
**OCCUPATIONAL CATEGORY:** Paraprofessional  
**DIVISION:** Probation  
**EFFECTIVE DATE:** 03/15/2019



**CLASS CODE:** J580  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 7  
**STATUS:** Classified

### **JOB SUMMARY**

Under general supervision, provides classroom and related support and assistance to the Juvenile Detention Teacher and students enrolled in the Gloria Dusek Compass school located in the Mohave County Juvenile Detention Center. Provides full class and one-on-one instruction.

### **REPORTS TO:**

Juvenile Detention Administrator.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL JOB FUNCTIONS**

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Provides direct teaching assistance and learning opportunities to students enrolled at the Juvenile Detention Center; works with students in a classroom and/or individual basis; recommends and/or identifies appropriate grade level of instruction on a student-by-student or overall basis.
- Assists in researching, identifying and recommending books and related teaching materials; provides assistance in designing, administering and grading tests.
- Collects and reviews daily and longer-term assignments; as authorized, reviews and/or grades papers; as required.
- Provides instruction on computer use and operation; provides guidance and assistance related to computer operations and computer-related education; assists students with obtaining student-specific educational needs.
- As required, provides input and information to Probation Officers regarding individual detainee progress, attitude, behavior and related educational activities.
- Assists teacher with classroom set-up and clean-up, grading and library check-in/out.
- Maintains a cohesive school atmosphere conducive to learning and maintains adherence to classroom behavioral expectations and detention rules.
- Adheres to all detention policies and procedures.
- Maintains a cooperative partnership with detention and probation personnel.

### **SECONDARY JOB FUNCTIONS**

- Performs related work as required.
- Performs special assignments as requested.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court-related policies procedures and legal terminology.
- Knowledge of the principles of file and records management.
- Knowledge of trends and practices in adolescent education.

**Skill in:**

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, evaluating, analyzing, identifying and recommending solutions to problems.
- Skill in producing written reports for internal and external audiences.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, and others having business with the courts.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

**Ability to:**

- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Ability to establish and maintain cooperative working relationships with court employees, other court and non-court related agencies and representatives and the public.
- Ability to work in a secure care setting.
- Ability to work under pressure handling problems and tasks that come up simultaneously and/or unexpectedly.

**WORK CONTACTS**

Regular contact with associate personnel, other county departments, other agencies and the general-public.

**WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- May be exposed to potential physical harm, extreme weather conditions, hazardous chemicals and/or infectious diseases.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.

**REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

An Associate's degree from an accredited college or university or two years of college, or have passed the Para-Pro Assessment developed by the Educational Testing Service **AND** three (3) years of relevant, progressively responsible teaching, counseling, working with at-risk individuals or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**SPECIAL JOB REQUIREMENT**

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Must obtain within sixty (60) days of employment and must maintain first aid/CPR certification.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- Minimum of 21 years of age.
- Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, Department of Child Safety (DCS) Central Registry check, (MVD) driving records check, psychological evaluation, polygraph examination, psychological evaluation, and submit to and pass a pre-employment drug/alcohol screen.
- This is a safety sensitive position.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

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