



Leadership • Collaboration • Support

JOB TITLE: Educational Support Juvenile Detention Center/Youth Activity Centers

CSEA Salary Schedule, Range 40

PRIMARY FUNCTION

Provides educational support through the Solano County Juvenile Detention Center and at Youth Activity Centers, including tutoring and assistance with homework for participants in custody and recently released. Assists students in providing activities to remove barriers and to prepare students for participation in vocational training and employment.

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university and experience that demonstrates the ability to perform the duties and responsibilities as described.
- Master's Degree Preferred.
- Experience with and an understanding of the challenges faced by youth of promise in the juvenile justice system.
- Ability to analyze situations accurately and adopt an effective course of action based on student's often complex needs.

ESSENTIAL DUTIES

- Supports and performs the primary role of an academic support provider for students in custody who are enrolled in college classes.
- Supports youth at-promise by providing career exploration, test preparation for college exams, midterms, finals, and General Education Development (GED) test preparation.
- Supports students, individually and in groups, using various intervention support strategies.
- Supports students with improving computer skills.
- Assists students in applying for grants and Free Application for Federal Student Aid (FASFA).
- Assists students in barrier removal activities such as securing identification, drivers licenses, social security cards, birth certificates and other documents required for participation in vocational training and employment.
- Confers with and provides information to County of Solano or other agency personnel.

- Establishes and maintains cooperative relationships with others.
- Ensures that learning objectives are identified, and that students are academically and technically prepared to go into industry.
- Evaluates student strengths and needs, and adjusts academic support accordingly.
- Gains the interest, respect, and cooperation of students and maintains a positive behavioral learning environment.

MARGINAL DUTIES

May fill in as a substitute teacher.

DIRECTLY RESPONSIBLE TO

Director of Educational Options.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (30%) Walking (30%) Sitting (40%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (3)

Pushing and/or
Pulling Loads (3) Reaching
Overhead (3) Kneeling or
Squatting (2)

Climbing Stairs (2) Climbing Ladders (0)