

April 7, 2025

## **Job Posting**

**POSITION:** Teacher/Data Coordinator  
**LOCATION:** DHOC  
**HOURS:** 8:00 am – 4:00 pm  
**DAYS OFF:** Sat/Sun  
**PAY GRADE:** Grade 19 (\$64,631.03 - \$84,724.15)

**GENERAL DUTIES AND RESPONSIBILITIES:**

See attached Job Description

**TO APPLY:**

Those who are interested in this position must submit a letter of interest, resume to [caitlindemelo@bcso-ma.org](mailto:caitlindemelo@bcso-ma.org). Letters of interest/resume's will be accepted through April 22, 2025.

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, national origin, religion, disability, sexual orientation, genetics, gender identity, gender expression, military status or any other legally protected status.

**PLEASE POST**



**1. Title****Agenda**

Full Time Teacher/Data Coordinator

Bristol County Sheriff's Office

**2. Union**

NCEU Ad-Tech

**Salary Grade**

19

**Date**

4/2025

**3. General Statement of Duties and Responsibilities:**

The Adult Basic Education teacher provides group or individualized self-paced instruction to adult inmate learners. Computer assisted instruction will be utilized as appropriate. Teachers are required to align the curriculum to the ABE frameworks, maintain student assessment information, track student progress, identify educational needs, and work with students to update goals throughout the year. Teachers need to maintain records in the Offender Management System, track data and assist with reporting to the Department of Elementary and Secondary Education.

**4. Supervision Received:**

Directors of Education

**5. Supervision Exercised:**

None

**6. Duties and Responsibilities:**

1. Available to work varied or flexible hours based on the needs of the department, including some evenings.
2. Attends professional development opportunities when presented.
3. Maintains student records.
4. Maintain daily and appropriate contact with inmates in the facility.
5. Responsible for data collection and reporting for the Education Department.
6. Observe and evaluate inmates' work to determine progress and make suggestions for improvement.
7. Consult, plan, and imagine with the Coordinators of Education and other administration responsible for the continued growth of the education department at BCSO. Strive to implement educational vision and overcome the multiple and varied obstacles that can impede progress and forward momentum.
8. Work with the various departments throughout the correctional facility, which include, but are not limited to re-entry, classification, healthcare and mental health services and substance abuse counselors, as well as all other relevant agencies in the community.



9. Administers student assessments – initial and ongoing.
10. Assists students with post-secondary school transitions.
11. Selects and develops appropriate materials for class use.
12. Aligns curriculum with ABE frameworks.
13. Provides input/participate in program development activities.
14. Attends security training as mandated by the BCSO department.
15. Perform other related duties as designated by the Sheriff or designee.

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**7. Qualifications:**

Bachelor's Degree required, Master's Degree preferred

Must have and maintain valid Massachusetts Teaching Certification

Experience working with the adult learner population

Excellent Oral and Written Communication Skills

Good organizational skills.

Ability to work in collaborative manner with corrections personnel, inmates, and community agencies.

Computer skills including, but not limited to email, Microsoft Excel, Microsoft Word, PowerPoint and Internet Searches.