

November 18, 2024

Job Posting

POSITION: Teacher (Part-Time/Contractual)

LOCATION: DHOC

HOURS: 7:30 am – 11:30 am

DAYS OFF: Sat/Sun

PAY GRADE: \$30.90/hour

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.

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**
Teacher: Part Time Bristol County Sheriff's Office

2. Union **Salary Grade** **Date**
Non Union Contractual Hourly Prepared 08/2024

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 an individualized tutoring tool. Teachers are required to align the curriculum to the ABE frameworks, maintain student assessment information, track attendance and 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.

Responsibilities include but are not limited to: teaching all levels of Adult Basic Education (ABE), linked, or Essential Topics classes as directed by the leadership team, administering initial and ongoing student assessments, maintaining student records, selecting and developing appropriate materials for class use, aligning curriculum with ABE frameworks, and participating in program meetings and staff development opportunities within the correctional facility.

4. Supervision Received:
Education Coordinator

5. Supervision Exercised:
NONE

6. Duties and Responsibilities:

1. Administers student assessments – initial and ongoing.
2. Maintains appropriate student records.
3. Compiles educational reports and statistics.
4. Assists in providing educational counseling for students.
5. Assists students with post-secondary school transitions.

6. Selects and develops appropriate materials for class use.
7. Aligns curriculum with ABE frameworks.
8. Provides input/participate in program development activities.
9. Attends DESE mandated new teacher orientation provided by SABES and professional development as mandated by DESE and BCSO.
10. Attends security training as mandated by the BCSO department.
11. Assists leadership team with outside agencies wishing information about education.
12. Performs any other related duties as requested by the Sheriff or their designee.

7. Qualifications

Experience in corrections, criminal justice field or community service agency a plus.

- Bachelor's Degree
- Massachusetts Teaching Certification
- Strong computer, communication, and interpersonal skills;
- Ability to work in a collaborative manner with corrections personnel, inmates, and community agencies.

Strong knowledge of computer skills including, but not limited to Microsoft Excel, Microsoft Word, PowerPoint, internet searches and education related databases.