



EMPLOYMENT OPPORTUNITIES

Job Title: Corrections Education Administrator

Closing Date: Open Until Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-129

Job Type: Full-Time Regular

Department: Department of Rehabilitation & Supervision

City: Sacaton, AZ

Locations: 639 W. Seed Farm Road

Area of Interest: Corrections Education

Salary/ Hourly Rate: \$68,700 - \$113,500 / Salary

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Corrections Education Administrator is responsible for the planning, policy, and administration of the total education program involving academic, vocational, leisure, and/or recreational activities for adult and juvenile inmates within two separate corrections facilities. The Corrections Education Administrator is responsible for providing a comprehensive education program for the institution's adult and juvenile inmate population which have diverse educational levels and abilities, and some from a variety of ethnic and socioeconomic backgrounds. This position along with other correctional institution employees are charged with responsibilities for maintaining security of the institution. This position performs correctional staff responsibility which precede all other duties required by this position and are performed on a regular and recurring basis.

ESSENTIAL FUNCTIONS:

- Supervise Corrections Teacher, Corrections Teaching Assistant, and the Corrections Education Assistant
- Must be able to operate government and Tribal vehicles in compliance with all rules of safety and security.
- Provide individualized, certified education program to adult/juvenile inmates detained within facilities of the Gila River Indian Community.
- Review previous school records of adult/juvenile inmates and provide transcripts to Community and non-community schools.
- Provide and/or arrange appropriate inmate testing to determine educational performance and eligibility for 8th grade certificate or General Equivalency Diploma (GED).
- Develop curriculum to meet adult/juvenile inmates' individual and certification needs for a degree consistent with State guidelines.
- Maintain education demographic and statistic records.
- Provide regular written and verbal feedback to students, school district, and other staff as to student progress.
- Provide supervision to Corrections teacher and Corrections teacher assistants on a full-time basis and part-time supervision to other staff involved in the comprehensive process of the facility's educational program.
- Maintain education curriculum, lesson plans, and class schedules.
- Inspects premises for contraband, such as weapons or illegal drugs; and controls all classroom materials and equipment which may be used as potential weapons.

- Perform other related duties as required.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Working knowledge of demographics and data collection, and or statistical analysis.
- Ability to work with and teach dangerous adult and juvenile criminal offenders.
- Ability to operate Correction facility hand held radio.
- Ability to follow detention/corrections safety and security procedures.
- Knowledge and Experience in establishing comprehensive strategic plans, based on national and local initiatives, program goals and priorities.
- Knowledge and Experience in the preparation, maintenance, and spending of the Tribal and Bureau of Indian Affairs (BIE) budget for the education and/or recreation programs
- Working knowledge of computers, use of computer programs used as educational tools for knowledge of the Native American culture and the Community.
- Must be of high moral character, maintain professionalism, and be a good role model both on the job and in the community during and after working hours.
- Ability to maintain strict standards of confidentiality.
- Ability to effectively plan, supervise and coordinate work of others.
- Ability to communicate effectively verbally and in writing.
- Ability to motivate reluctant learners in a rehabilitation setting and provide a structured learning environment.
- Ability to provide Life Skills training to residents approaching the age of majority.
- Ability to maintain a drug-free work place and addictive-free lifestyle outside of the work place.
- Ability to apply restraint and self-defense techniques with adult and juvenile inmates.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in Sociology, Education, Public or Business Administration, or Criminal Justice and a minimum of five (5) years' experience in a detention/corrections classroom teaching K-12 and GED; minimum of three (3) years supervisory experience in a corrections/detention facility.

Master's degree from an accredited college or university in Sociology, Education, Public or Business Administration, or Criminal Justice preferred.

ADDITIONAL REQUIREMENTS:

- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.
- Current State of Arizona Teaching Certification (K-12). (Teaching Certification must be obtained within 24 months from date of hire).
- Arizona Department of Education Standard Adult Education Certificate (Certificate must be obtained 12 months after hire date).
- Required to obtain a Tribal Driving permit.
- Required mandatory reporting pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.

Supervisory, Salaried Position

Reports to Chief Administrator or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org