

# Classification Description



**PINAL COUNTY**

Enriching Lives Beyond Expectation

---

*Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.*

---

**Classification:** **TEACHER (DETENTION)**

---

**Class Code:** TBD  
**Department:** Superintendent of Schools  
**Pay Grade:** 10  
**FLSA Status:** Exempt

## **JOB SUMMARY**

Responsible for teaching one or more subjects to students in the adult detention center and/or juvenile detention center.

## **TYPICAL CLASSIFICATION ESSENTIAL DUTIES:**

- Assures student learning by engaging students during lectures, demonstrations, and using audiovisual aids and other materials to supplement presentations.
- Prepares course objectives and outlines for each course of study following curriculum guidelines or requirements of state and school. All curriculum will be aligned with Arizona State Standards.
- Assigns lessons and corrects student work.
- Administers tests to evaluate pupil progress, records results, and issues reports to inform parents/home school/court personnel of progress.
- Keeps attendance records.
- Maintains discipline in classroom.
- Meets with appropriate entities to discuss student progress and problems.
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops.
- Performs related duties such as counseling students to assist them in making appropriate behavioral choices and adjustments, providing supplemental assistance to address academic problems and assisting with the exploration of transition options and opportunities for each student.
- Must comply with A.R.S §13-3620 mandatory reporting requirement and any other student safety requirements.
- Promotes and adheres to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Maintains absolute confidentiality of work-related issues, student records and restricted County information.
- Performs other related duties as required.

## **POSITION SPECIFIC DUTIES:**

- None.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Bachelor's degree (B. A.) in appropriate field from four-year accredited college or university is the minimum requirement. A degree in Special Education and full certification is required for the County Jail position.
- Must hold a current valid AZ teaching certificate in subject(s) s/he is teaching in addition to meeting highly qualified status as determined by AZ ADE with SEI endorsement. Must possess a current valid AZ driver's license.
- Subject to additional background verification dependent on unit assigned and population served.

**Knowledge, Skills and Abilities:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Design - Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

- To perform this job successfully, an individual should have knowledge of Internet software; Excel spreadsheet software and Microsoft word Processing software and Power School software.

**PHYSICAL DEMANDS:**

The work requires the ability to finger, grasp, perform repetitive motion, hear, speak, and demonstrate mental and visual acuity. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

Work is performed in a secure detention facility.

*Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date