



Pennington County
Teacher
(Exempt B24)

Position Objective:

The Teacher at the Western SD Juvenile Services Center (JSC) is charged with preparing students age 10 up to 20 for meaningful lives by contributing to their educational and social development in a detention setting. Safety and security of the students and staff is of highest priority.

Teachers instruct with the assistance of correctional staff. Classrooms consist of multiple grade, age and school district combinations.

Teachers are staffed during the Rapid City School District Calendar and serve a 2-week period during the summer months. Teachers are on an independent paid leave schedule due to paid time allotted during the school district closures and summer months when no work is performed.

Essential Functions:

- Facilitating students' assignments.
- Tracking and documenting homework that enters and leaves the Juvenile Services Center.
- Communicating with student's home school regarding educational services.
- Correcting student modules and reporting grades to home school and documenting grades and corresponding with each student's school.
- Providing work to lower level students and/or not currently enrolled student until staffed with the school district.
- Communicating areas of concern to administration.
- Documenting pertinent information on the homework email account.
- Communication with other teaches in the facility to serve students educational needs.
- Implementing the classroom rules and documenting student's behaviors hourly and in weekly secured narratives.
- Working with special education teacher and title teacher to provide special services for students.
- Continually up-grading educational skills by attending classes and workshops provided by the school district and Pennington County Sheriff's Office.
- Maintaining control of inventoried items, working closely with line staff to anticipate problems, closely monitoring students' behavior while in the classroom and responding accordingly to prevent behavior problems.
- Attending meeting and trainings as required.
- Performing other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Bachelor's or Master's Degree; must meet education certification requirements as established by the State of South Dakota.
- One year teaching experience in a juvenile detention or similar setting.
- Special education experience preferred.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

Work is performed in an office environment.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit and stand; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.