



Little Rock School District

JOB DESCRIPTION

Position Title: Pulaski County Detention Center Teacher (Adult Jail)

Prepared Date: 01/11/2022

JOB GOAL:

Under the supervision of the Juvenile Correctional Facilities Coordinator and the Coordinator of Alternative Agencies, provides the necessary leadership in the planning, coordination, and implementation of learning activities to at-risk students detained in the Pulaski County Detention Center (adult jail); performs other duties directly related to this position description.

TERMS OF EMPLOYMENT:

Salary based on a teacher's nine and one-fourth (9.25) month contract (190 days), plus benefits package.

NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Bachelor's degree or higher with Arkansas certification or eligibility for certification in any 7-12 content area required.
2. Must meet Arkansas Qualified Teacher (AQT) designation in all core content areas or be willing to take and pass the Praxis II: Fundamental Subjects exam #5511.
3. Three or more years of successful teaching experience, preferably direct experience working with at-risk students in some type of special setting (ALE, mental health facility, juvenile detention facility, etc.).
4. Must have excellent oral and written communication skills with the strong collaborative skills necessary to work with teaching and correctional staff, at-risk students, and parents.
5. Must show evidence of a strong commitment to a quality desegregated education.
6. The ability to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
7. Ability to pass security clearance required by PCDC.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Meets and instructs assigned classes in the location and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.



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4. Prepares for classes assigned and shows written evidence of preparation upon request of the coordinator.
5. Encourages students to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and, in harmony with those goals, establish clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the site provided and the needs and capabilities of the students.
8. Assesses the accomplishments of students and provides progress reports.
9. Attends staff meetings and professional development opportunities as required by ADE and LRSD.
10. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.