



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Program Technician

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 7/1/09

**Summary:** Under general supervision, performs work of routine difficulty in the instruction and support of the education programs within the Adult Detention Facility; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Administers primary educational assessment and develops an individual education plan (IEP) for each inmate involved within the program.
- Plans goals and objectives for the program.
- Reviews and analyzes effectiveness of the program and recommends changes and/or improvements.
- Develops resources to use in achieving program objectives.
- Insures that program is in compliance with applicable laws and regulations.
- Maintains overall care, custody, and control of any inmates involved in the program.
- Maintains necessary records.
- Coordinates with Classification, Security Staff and Northland Pioneer College in regards to class time, testing arrangements and placement in the program.
- Supervises, disciplines and terminates assigned inmates from the program.
- Any other duties that may be assigned in regards to the program as deemed necessary by the Corrections Manager.

### Knowledge and Skills:

- Knowledge of GED testing and preparation.
- Knowledge of TABE or other assessment evaluation testing instruments.
- Knowledge of English usage, spelling, vocabulary, grammar, and punctuation.
- Knowledge of basic mathematical principles.
- Knowledge of state and national programs on secured care education.
- Knowledge of principles and practices in dealing used in dealing with the public.
- Knowledge of practices of program coordination.
- Knowledge of relevant state and federal rules and regulations.
- Knowledge of modern office practices, methods and computer equipment.
- Knowledge of power point presentations and relevant equipment.
- Knowledge of principles and practices of record keeping and reporting.
- Skill in operating modern office equipment including computer equipment and programs such as Microsoft Word, Excel, and Power Point.
- Skill in typing/data entry at a level sufficient for the position.

### Desirable Qualifications:

Associate's Degree or have passed the Para Pro test as per State Requirement; AND at least five years experience in the field of teaching or assisting instructor in an educational environment; AND the ability to qualify as Associate Faculty at Northland Pioneer College within the first year of employment.