



HAMPSHIRE COUNTY SHERIFF'S DEPARTMENT JOB DESCRIPTION

ABE/ASE TEACHER

SUMMARY OF POSITION

Professional, instructional, supervisory, and advisory work with inmates at the Hampshire County Jail and House of Correction in providing academic and workforce-readiness programming; all other duties as required and assigned.

SUPERVISION RECEIVED

Works under the direction of the Education Coordinator, receiving daily supervision and observation/feedback

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs educational, supervisory, and security-related duties requiring knowledge of House of Correction policies and procedures
- Provides daily group instruction to inmates at the ABE and ASE levels; High School Equivalency classes. 1:1 work and individualized/differentiated instruction as required, in and out of group setting
- Considerable and broad academic knowledge required; creative, dynamic, and engaging instruction expected
- Documents daily attendance and maintains LACES records as required; reports monthly Earned Good Time
- Follows all DESE/ACLS instructional standards and assessment expectations as required
- Regularly participates in and incorporates into teaching practice all current professional development training
- Ability to exercise considerable judgment and work both independently and collaboratively with other department members
- Ability to maintain inmate confidentiality while remaining legally compliant with all correctional policies; has access to confidential inmate files and information. Discretion required.
- Has daily contact with and responsibility for student inmates, coordinating with other House of Correction staff as necessary, requiring considerable flexibility, resourcefulness, cheerfulness, and persuasiveness at all times
- May need to serve as liaison with outside personnel, institutions, and agencies as necessary for the delivery of mandated services
- Meticulous attention to detail required: errors could jeopardize departmental operations, general security, or result in danger to the safety of staff, inmates, or the public
- Works cooperatively and collaboratively with Education Advisor and other Education staff to gather complete educational histories of students
- Develops and administers formative and summative assessments to determine academic functioning levels and readiness for High School Equivalency exam; determines class placement as appropriate



- Develops an individual educational, re-entry, and work readiness plan for each student
- Works with vocational education instructors to develop strategies for best outcomes vocationally and academically
- Makes referrals and works with Special Education staff as required/needed
- Develops curriculum and new courses as needed/desired
- Makes use of digital and computer literacy whenever possible in the delivery of regular education services
- Provides outside educational information for inmates through maintenance of forms, education program information, and facilitated/closely supervised internet access
- Maintains student records and prepares regular and occasional facility and/or ACLS reports as required
- Must be able to work with students possessing highly regimented daily schedules including work and treatment
- May need to provide Library services to inmates as directed
- Scheduling flexibility required; evening and weekend shifts expected, either ongoing or occasional
- All other duties as assigned or requested by Education Coordinator and Administration

REQUIRED KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES

- Bachelor's Degree is required. K-12 secondary public school teaching highly desirable. MA Teacher Certification highly desirable. ABE Licensure a plus. Special Education experience a plus. Experience working with remedial, behaviorally challenged individuals strongly preferred. Bilingual Spanish/English a big plus
- Computer familiarity required: MS Office including Word, Outlook, Excel, etc. Internet familiarity; ability to convey computer literacy and digital literacy skills required
- Excellent written and oral communication skills expected, along with excellent organizational skills
- Flexibility and adaptability required; the ability to change or adjust to unforeseen schedule changes as needed
- Excellent classroom management skills required, including conflict resolution and de-escalation skills; holding students accountable at all times;
- Ability to say no to students appropriately and without escalating conflict; maintains excellent personal boundaries
- Must pass pre-employment background check, medical/drug screenings; possess and maintain a valid MA driver's license



MENTAL ATTENTION AND VISUAL DEMAND

- Flow of work and character of duties require exceptional mental and visual attention much of the time, including attention to anything out of the ordinary
- Intermittent moderate physical effort and manual dexterity required in performing duties
- Duties may involve potential risk associated with the care and custody of inmates in a correctional facility

WORKING CONDITIONS

- Exposure to conditions usually found in high-security environment; exposure to heat, cold, mechanical equipment, locking mechanisms, confined spaces
- Normal duties may involve walking outside to and from separate buildings
- Normal duties may include accounting for materials checked out to inmates which must be returned

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand and walk; talk and hear; lift and carry; push and pull with force; and maintain balance
- Occasionally required to climb, stoop; reach with hands/arms; and occasionally lift and/or move boxes up to 20lbs
- Manual dexterity required in performing duties
- Specific visual abilities required by the position include close vision, distance vision and peripheral vision; reading of written, printed, or computer screen data
- Attention to detail and attention to security violations required at all times; awareness of anything amiss, and appropriate/immediate response

Applicants may go to the Mass Careers portal in the Ma.gov website or send resumes to the following e-mail address:

HR@hds.state.ma.us