

DIRECTOR OF PROGRAMS

Hardin Community School (a public dropout recovery school) **and**
Hardin County Common Pleas Court, Domestic Relations Division

Job Title: Director of Programs of Community School and Probation

Salary: \$70,000-\$75,000, commensurate with experience

Hours: 8:00 a.m.-4:00 p.m., Monday- Friday, 24 hour on call duties

Reports To: The Hardin Community School Governing Board and the
Judge and Magistrate

FLSA Status: Non-Exempt and unclassified position

Employability: Must pass a background check and drug test

Probationary Period: Six (6) Months

BENEFITS:

Insurance: Comprehensive Health, Dental, Vision, Life and Supplemental
Life may be purchased at group rates.

Paid Time Off: Ten (10) holidays, vacation (after 1 year) and sick time.

Retirement: Ohio Public Employees Retirement System (OPERS) and
Deferred Compensation Plans.

Job Summary: Performs work in the planning, organizing, and directing
of operations and activities for the Court, Juvenile Probation and the
Hardin Community School; performs other work as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position, they are not to be construed as exclusive or all inclusive. Additional duties may be required and assigned by the Hardin Community School Governing Board, Judge and Magistrate.

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act, in accordance with its requirements.

The most critical and time-consuming responsibilities include policy implementation, direction of programs/service delivery, resource management, employee supervisor, and writing and managing Grant. The decisions made affect the goals, services, and objectives of the School and Court and may involve highly sensitive and political issues affecting the School and Court. Work is accomplished within the broadest framework of policy guidance.

HARDIN COMMUNITY SCHOOL

- Manage the day-to-day operations of the school, including development, implementation, and overseeing of curriculum, hiring teachers and staff members, and handling disciplinary issues.
- Coordinates the activities of the school with community leaders, parents/custodians, and stakeholders.
- Ensures that the budget is in-line with the standards and that other resources are timely available for the student's needs.
- Communicate with parents/custodians about the student's progress and solve any concerns.

- Establish school protocols, policies, and procedures to ensure that students and other stakeholders are safe, in order, and disciplined.
- Administer the school (i.e. data submissions, One Plan, Reports, Emergency Operations Plan, ODEW surveys, Epicenter) and program budgets.
- Perform administrative duties and maintain office files.
- Oversee educational programs and ensure the efficiency and effectiveness in the entirety of the school operations.
- Gathers and analyze data, reviews reports, monitor faculty/staff's performance, solve the grievances of teachers and parents, and resolve any other issues that may arise.
- Establish a rapport with students, create a positive learning environment, and encourage academic achievement in every student.
- Create long-term and futuristic plans that outline the goals and objectives of the school.
- Manages the school schedule in such a manner that maximizes literacy and math instruction.
- Work toward building and enhancing the student performance on district or statewide achievement end-of-course exams.

- Supervise, train, and assign duties to staff/faculty.
- Conduct performance evaluations, provide input and participate in discipline, dismissal, and hiring process, and is accountable for timesheets for assigned staff/faculty.
- Engage in continued professional development, education, and training.
- Encourage workforce development with students and stakeholders to reach vocational goals.
- Focus on the social and emotional development (trauma) of the students as well as the teachers.
- Perform other duties as assigned by the School Governing Board, the Judge and Magistrate.

Education and/or Experience

- Bachelors (preferably Masters) Degree in Criminal Justice, Sociology, Education, or related field with seven (7) years related experience, including supervisory/management experience.

Licensure or Certification Requirements

LSW, LISW, PJJA, ODEW licensure

- Must possess a valid Ohio driver's license and maintain valid automobile insurance, with a clean driving record and ready access to a safe functioning automobile.

HARDIN COUNTY COMMON PLEAS COURT, DOMESTIC RELATIONS DIVISION/JUVENILE PROBATION DEPARTMENT

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position, they are not to be construed as exclusive or all inclusive. Additional duties may be required and assigned by the Judge and Magistrate.

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons covered by the Americans with Disabilities Act, in accordance with its requirements.

- Approve departmental expenditures.
- Assign cases to staff and ensure proper caseload management.
- Attend court hearings and testify, if necessary.
- Develop, train, and implement departmental policies and programs.
- Prepare budgets and plans for state and federal funded programs.
- Review pre-disposition procedures.
- Coordinate departmental activities and prepare reports.
- Provide services and interact with youth.
- Participate in the development and review of IV-E case plans, supervise participants in RMS system and MIS system, and participate in the RMS when interacting with youth.

- Represent the Court at public appearances, committees, and before legislative committees.
- Supervise probation staff and maintain fidelity with treatment staff.
- Conduct performance evaluations, provide input and participate in discipline, dismissal, and hiring process, and is accountable for timesheets for assigned staff.
- Engage in continued professional development, education, and training.
- Perform other duties as assigned by the Judge and Magistrate.
- Plan, direct, assess, coordinate, manage, and monitor the work activities of staff in the Probation Department.
- Manage the performance and operations of the Probation Department and Probation Officers, including recommended discipline for any non-compliance with Court policy and/or County Handbook.
- Coordinate activities and resolve inter/intra-departmental issues to fulfill the Court's Mission and enhance probation services.
- Responsible for consistently evaluating/monitoring and keeping staff up to date regarding Title IV-E compliance.
- Knowledge of and ability to write and administer grants for funding.
- Provide individual and unit supervision, coaching, and training to staff on a regular basis regarding case planning, intervention development, resource identification, and coordination of probation planning.

- Plan/allocate human and budgetary resources and grant funding.
- Supervise staff's effective implementation of best practices in supervision skills with clients for positive behavioral change. Teach and coach staff to engage clients, teach problem solving skills, and provide evidence-based interventions to increase successful outcomes for youth.
- Monitor staff to complete a thorough report on the family's social history and ensure all recommendations are in line with probation transformation.
- Discuss, assess, and develop case planning and treatment intervention with staff, other relevant professionals, client/family, and significant others.
- Interact with Judge, Magistrate, school administrators, courtroom staff, outside agency professionals, committees, elected officials and the public.
- Review and approve staff documentation to ensure accuracy and professionalism.
- Assist in designing and implementing training programs to promote and enhance skills and competency development, including onboarding programming for professional staff.
- Develop, implement, and conduct on-the-job training for staff.
- Conduct field and court observations with staff on a regular basis in order to evaluate and improve staff skills and promote competency development.

- Engage in continued professional development, education and training.
- Perform other duties as assigned by the Judge and Magistrate.

Supervisory Responsibilities

Has supervisory accountability for other employees, volunteers, or interns. Plans, directs, and coordinates activities for a unit. Duties may include scheduling and assigning work, training in all facets of work, quality control, and decisions impacting the pay, status, and tenure of others. Conduct performance evaluations, provide input and participates in discipline, dismissal, and hiring processes, and is accountable for timesheets for assigned staff.

Equipment Operated

Standard office equipment and office technology such as copy machines, fax machine, personal computers and telephones.

Confidential Data

All court-related information regarding hearings, juveniles, families, etc. that the employee may come in contact with by working in the facility and for the Court.

Working Conditions

This position is subject to varying and unpredictable situations; may handle emergency or crisis situations; is subject to many interruptions; may handle multiple calls and inquiries simultaneously; and may occasionally handle absentee replacement on short notice.

Position may require travel to visit with clients and family members and have varying working conditions outside of the courthouse. Contact involves

occasional exposure to physical injury, illness, or hazards as a continuous part of the position. May occasionally have exposure to unsafe working conditions, people, or elements, and may have to take precautions when performing tasks.

Usual Physical Demands

While performing the duties of this job, the employee is required to sit, to speak clearly, and to hear. The employee must occasionally lift and/or move up to 10 pounds.

Knowledge, Qualifications, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Must possess skills in scheduling, planning, coordinating, teaching, training, coaching, mentoring, and problem solving. Demonstrable leadership and team building skills. Creative abilities in facilitating workable programs for truant and delinquent youth. Ability to supervise and manage staff in compliance with Court and County policies, and state and federal standards. Able to delegate, assign work responsibilities, and evaluate work performance. Comprehensive working knowledge of adolescent growth and development, family dynamics and human behavior, and community and court resources. Knowledgeable regarding evidence-based practices, criminogenic factors, graduated sanctions, community-based resources, delinquency research, motivational interviewing, case planning, and case coordination activities. Able to assess/evaluate Title IV-E compliance and keep up to date with all case planning requirements. Knowledgeable regarding assessment and case planning with youth and families. Ability to assess/evaluate compliance with the O.Y.A.S. assessment tools, and all required probation documents involved in case planning and coordination activities regarding youth/ families. Ability to analyze/ review statistical data and compile reports. Ability to read, review and interpret assessments to

assist staff with case planning and case coordination activities. Knowledgeable and best practices in juvenile justice. Strong knowledge of cognitive behavior therapy and techniques and possess a therapeutic orientation in delivering services to youth/families. Good written and verbal communication skills necessary for report writing, grant writing and presentations. Flexible and open to learning and change. Good interpersonal skills and the ability to establish rapport with clients and maintain working relationships with clients, staff, various professionals, and the public. Must be able to handle stressful/volatile situations.

Education and/or Experience

Bachelor's Degree in Criminal Justice, Social/Behavioral Science or related field with seven (7) years supervisory/management related work experience and casework experience in Probation Services.

Military, law enforcement and OPOTA training and experience a plus.

Must possess a valid Ohio driver's license and maintain valid automobile insurance, with a clean driving record and ready access to a safe functioning automobile.

Court Expectations of Employee

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job and always exhibit a professional and respectful demeanor.

Court Mission Statement

To administer justice, rehabilitate juveniles, support and strengthen families, and promote public safety.

Application Procedure

Submit a resume, with references by March 8, 2024 to:

email: danielle.gammon@hardincountyohio.gov

mail: Hardin County Common Pleas Court
Domestic Relations Division
Attn: Danielle Gammon
One Courthouse Square, Suite 210
Kenton, Ohio 43326

EEO/ADA/SMOKE-DRUG FREE ENVIRONMENT