



**Leadership • Collaboration • Support**

**JOB TITLE: Educational Support Juvenile Detention Center/Youth Activity Centers**

**CSEA Salary Schedule, Range 44**

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**PRIMARY FUNCTION**

Provides educational support through the Solano County Juvenile Detention Center and at Youth Activity Centers, including tutoring and assistance with homework for participants in custody and recently released. Assists students in providing activities to remove barriers and to prepare students for participation in vocational training and employment.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university and experience that demonstrates the ability to perform the duties and responsibilities as described.
- Master's Degree preferred.
- Experience with and an understanding of the challenges faced by youth of promise in the juvenile justice system.
- Ability to become a certified Court Competency Assessor.
- Ability to analyze situations accurately and adopt an effective course of action based on student's often complex needs.

**ESSENTIAL DUTIES**

- Administer and evaluate the Court Competency Assessment.
- Supports and performs the primary role of an academic support provider for students in custody/on probation who are enrolled in college classes.
- Supports youth at-promise by providing career exploration, test preparation for but not limited to college exams, midterms, and finals.
- Supports students, individually and/or in groups, as appropriate, using various intervention support strategies.
- Supports students with improving computer skills.
- Assists students in applying for grants and Free Application for Federal Student Aid (FASFA).

- Assists students with their selection of college courses that support the students' interests, degree attainment, and career goals.
- Assists students in barrier removal activities such as accompanying students to college orientation, first day of classes, securing identification cards, drivers licenses, social security cards, birth certificates and other documents required for participation in college, vocational training and employment.
- Confers with and provides information (e.g., reports, documentation, etc.) to County of Solano or other agency personnel.
- Establishes and maintains cooperative relationships with others.
- Ensures that learning objectives are identified, and that students are academically and technically prepared to go into industry.
- Evaluates student strengths and needs, in order to adjust academic supports accordingly.
- Gains the interest, respect, and cooperation of students and maintains a positive behavioral learning environment.

#### **MARGINAL DUTIES**

May fill in as a substitute teacher.

#### **DIRECTLY RESPONSIBLE TO**

Director of Educational Options.

#### **PHYSICAL ACTIVITY REQUIREMENTS**

Work Position (Percentage of Time):

Standing (30%)

Walking (30%)

Sitting (40%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2)

Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (3)

Pushing and/or  
Pulling Loads (3)

Reaching  
Overhead (3)

Kneeling or  
Squatting (2)

Climbing Stairs (2)

Climbing Ladders (0)