

**Full-time Instructor
Lawrence County Jail
Lawrenceburg, Tennessee**

Job Summary: Lawrence County Government is the recipient of grant to provide Evidence-Based Programming at the Lawrence County jail. This 40-hour per week position requires working in a correctional setting, completing inmate (hereafter referred to as “student”) pre- and post-assessments and teaching evidence-based courses including Seeking Safety, Smart Recovery, Anger Management, and others promoting job readiness and career skills, as dictated by the needs of the population. The person in this position will work hand-in-hand with a case manager employed through the South Central Tennessee Workforce Alliance (SCTWA) Pathway Home project, reporting directly to that person and the Lawrence County Jail Administrator. Personal conduct and professional behavior must be acceptable at all times.

Essential Job Functions:

1. Perform student assessments as directed by SCTWA Case Manager.
2. Work with SCTWA Case Manager to determine which programs are most needed in the Lawrence County jail.
3. Provide instruction in these programs to small groups of students in a classroom established at the jail.
4. Perform assessments measuring students’ progress. Counsel students regarding their progress and further training needs.
5. Use a variety of instructional approaches in the classroom to accommodate different learning styles and levels of functioning.
6. Keep required classroom records and assist SCTWA staff in all grant reporting duties.
7. Establish and maintain professional, cooperative working relationships with inmates and all jail employees.
8. Adhere to correctional center policies and procedures governing the use of facilities and control of inmate movement and activity within the facility.
9. Strictly follow all correctional center policies and directives relating to entering and leaving the facility, reporting inmate conduct, responding to inmate requests for special favors or treatment, and bringing in or taking out “contraband” materials as defined in correctional center policies.

Minimum Job Requirements:

- Experience teaching in an adult education environment preferred
- Ability to deal effectively, cooperatively and tactfully with students and correctional representatives
- Pass background clearance and drug test
- Working knowledge of various multi-media tools in the classroom.
- Must be able to communicate by email on a daily and weekly basis with Supervisors and staff.
- Knowledge of a variety of learning styles and teaching models.
- Effective planning, organizational communication and interpersonal skills.
- Understanding of and accommodations for the diverse academic, socioeconomic, cultural, and ethnic backgrounds and special needs of adult learners.

Working Conditions:

1. Instruction will be performed in a classroom at the Lawrence County Jail.

Physical Abilities:

1. Standing for prolonged period of time.
2. Light to moderate lifting.
3. Reaching, stooping, pulling, pushing, bending, walking, writing on board, and keyboarding.
4. Visual and hand usage of computer tablet and other equipment
5. Transporting materials and equipment to the classroom.