

Job Description
Great Falls Pre-Release Services, Inc.

Position: Education Coordinator **Job Classification:** Non-Exempt

Reports To: Deputy Director

Supervises: Limited supervision over residents and Community Service Workers.

Position Scope: Up to 250 Residents participating in a Residential Re-Entry Program.

Hourly rate of pay: \$22.77

After 6 months: \$23.47

Position Summary:

The Great Falls Pre-Release Center is a non-profit Community Corrections worksite consisting of three Counseling campuses. The campuses are minimum security and residential in nature, housing closely screened and selected for program acceptance, adult male and female felon offenders during their structured transition program for re-entry into the community. The Centers also operate a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

Responsible for development of ongoing educational and vocational skill building programs for residents. Emphasis placed on the identification and selection of programs appropriate to particular group goals, level of development, needs, capacities, and interests of group members. Help residents through group experience to develop attitudes and social skills for improved interpersonal relations and community responsibility. Assist, coach and mentor residents in preparing for and achieving educational goals through HiSET completion and beyond. Assist and introduce residents to various community resources that can aid in educational endeavors. Develop and administer program of correlated academic education in Transition Center. Working with the Treatment Coordinator, will have autonomy to develop courses of study and training materials to facilitate in the rehabilitation process. Help tutor residents in basic academic subjects to improve scholastic level.

Key Responsibilities and Duties:

1. Complete an intake orientation assessment during resident's first two weeks in the center and work with Treatment Coordinator and Treatment Staff to design a specialized educational plan to address resident's needs and risks. Identify how staff will prioritize and assist resident in meeting identified needs, either in the center or by issuing a referral to a community organization, to include specific program activities and a time table for achievement of these goals. May facilitate the scheduling of "Test of Adult Basic Education" (TABE) and administer and evaluate other tests to assess level of academic skills.
2. Oversee resident's use of computers in the Education Office to ensure computers are being used for intended purpose. Arrange scheduled computer time for all residents on a regular basis.
3. Develop and implement resident activities to enhance job skills and ability to be hired and maintain meaningful employment. Bring in community members to share their knowledge and backgrounds with residents.
4. Maintain a list of community volunteers who can instruct residents on various vocational topics and schedule these briefings on a regular basis. Lead groups of residents to a business in the community to observe firsthand the skills and attributes that an employer is seeking.
5. Work closely with Job Developer to help determine what skills employers' value. Arrange vocational briefings with employers to help residents become more familiar with employer needs.
6. Organize and oversee regularly scheduled computer classes for residents. Classes will cover a variety of basic computer software skills, and will rotate on a regular basis.
7. Facilitate classes for: Love and Logic Parenting, CP&R (Cognitive Principles and Restructuring), Better Money Management, or any other programs offered by the Center.

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8. Work closely with agencies in town to help residents meet educational goals. Work with residents to assist and mentor in completing a High School Equivalency Test (HiSET). Refer and introduce interested residents to agency administering HiSET. Assist the resident in getting set up with remedial classes and tutoring in order to achieve HiSET objective.
9. Assist residents interested in higher education complete required application process. Work closely with college Registrar's office to assist eligible residents in advancing higher education goals. Make recommendations on instructional materials, teaching aids and related items for potential purchase.
10. Provide the Deputy Director with a monthly activities report for inclusion with the Treatment Summary into the Board of Directors informational packets. May be responsible for providing input relating to budgeting, solicitation and accounting for an Educational program operational fund.
11. Responsible for reporting to the Deputy Director or Executive Director, any concerns relative to security breaches, public relations issues, standard of ethics violations and/or unlawful acts or injury to any program participant.
12. Become familiar with agency policies governing security procedures, personnel policies and resident rules and enforce them when necessary. Work closely with treatment staff to ensure that planned activities do not interfere or otherwise supersede individual program mandates.
13. Provide public relations and educational presentations as necessary to promote awareness of the Education program as it relates to the transitional process. Develop and maintain community contacts so appropriate referrals can be made to community service organizations.
14. Completing other duties as may be requested or assigned.

Qualifications and Skills:

- Bachelor's Degree in education, social services, criminal justice or related discipline.
- Three years' experience teaching or structured formal education environment.
- Other combinations of education or experience may be considered on a case by case basis.
- Skills and experience working with the incarcerated and in re-entry work.
- Working knowledge of educational techniques including strong supervisory and management techniques and skills, and advanced level working knowledge of computers and various software applications.
- Ability to establish and maintain effective and meaningful working relationships with residents, Correctional Treatment Specialist and community based agencies.
- Ability to select and design special learning programs for low achievers. Must possess a positive approach toward problem-solving; crisis management abilities.
- Effective verbal and written communication, and presentation and relationship development. Good organizational and time management skills.

Revised:

October 2025

Approved:

October 2019