

Ottawa County Probate and Juvenile Courts

Position Vacancy – IMMEDIATE OPENING

Division/Department: Juvenile Court

Location: 8200 W SR 163, Oak Harbor, Former Riverview School building

Job title: Classroom Tutor/Aid

Program: Ottawa County Student Achievement Program (SAP)

Reports to: Court Administrator

Classification:

Non-Exempt

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours:

35 hours/week
7:30 a.m. – 2:30 p.m.
Monday – Friday
Through end of 2011/2012 school year

Pay Range: \$14.00-\$15.00 per hour

General Description:

Tutor students working online with lessons through a Virtual Learning Academy in an alternative classroom setting with 12-15 students. Help with daily supervision of students in the classroom, arriving and departing the classroom, lunch and break times and field trips. Assist with keeping students on task, model appropriate behaviors; and provide fair and effective discipline in a consistent manner balanced with rewards.

Work experience:

Prefer previous experience working with youth in an educational, alternative school setting or juvenile justice program.

Requirements:

- Graduation from an accredited college or university with a Bachelor's degree.
- Hold and maintain a valid Ohio driver's license with a good driving record.
- The successful applicant will have to undergo a full background investigation

Posting Dates:

Thursday, January 26th, 2012 – Friday, February 3rd, 2012

Submit Resumes to:

Ottawa County Juvenile Court
Attn: Court Administrator
315 Madison Street
Port Clinton, Ohio 43452

Email: ljlune@co.ottawa.oh.us

No Phone Calls

Application Deadline:

4:00 P.M. Friday, February 3rd, 2012