

**Rockingham County**  
**Department of Human Resources**

**Career Opportunity**



Position Title: Education and Program Facilitator

Salary Range: **\$20.74 – \$28.70**  
Dependent upon Experience

Department: Corrections  
Status/Shift: Full Time/First Shift

Posted: 03/15/2019  
Closing: Until Filled

**Purpose/Scope:**

Facilitates and administers programs to meet the educational adult learning needs of inmates as well as develops practical training programs aimed at occupational preparation, life skills and reentry from corrections to the community. Researches and applies for grants associated with Criminal Justice Department, education and re-entry.

**Essential Job Functions:**

- Implements teacher-designed lesson plans in preparation for HiSet Equivalency test.
- Evaluates inmates' literacy abilities and offers personal tutoring or arranges literacy volunteers.
- Facilitates programs for occupational and/or life skills preparation.
- Fulfills necessary grant writing requirements to formally seek funding on behalf of the DOC.
- Provides and coordinates training for all HiSet test Administrators.
- Provides training and coordinates with all outside educational vendors/volunteers/tutors.
- Prepares state annual reports for inmates in educational services.
- Submits list to NH State Director of Special Education of inmates under 21 that meet criteria.
- Identifies educationally coded students and coordinates IEPs, tutors and maintains accurate records.
- Request educational transcripts form other educational and correctional facilities.
- Provide case management services to inmates being release for further education or occupation.
- Maintains accurate records, documentation.
- Prepares weekly activity sheets, reports, and other related paperwork.
- Submits annual budget proposal.

**Knowledge, Skills, and Abilities Required:**

Duties require a Bachelor's degree from four-year college or university, and two years of related experience and/or training. State of New Hampshire teaching certificate is required. Grant writing experience. Experience with college and career readiness standards for adult education

**Submission Requirements:** Employment application required. Resume and cover letter optional.

Apply to: Department of Human Resources

Email: [careers@co.rockingham.nh.us](mailto:careers@co.rockingham.nh.us)

Mail or Drop off Applications to:

**Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833** Applications can be found online at: [rockinghamcountynh.org/careers](http://rockinghamcountynh.org/careers)

***EQUAL EMPLOYMENT OPPORTUNITY***

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.