

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Detention Education Specialist
OCCUPATIONAL CATEGORY: Paraprofessional
DIVISION: Probation
EFFECTIVE DATE: 2/24/2026
Revised: 5/6/2026



CLASS CODE: J580
FLSA: Non-Exempt
SALARY RANGE: 14
STATUS: Classified

JOB SUMMARY

Under general supervision, undertakes and performs a variety of tasks associated with school Registrar, National School Lunch Program, Arizona Department of Education management, and related education services to juveniles enrolled in the Gloria Dusek Compass School located in the Mohave County Juvenile Detention Center.

REPORTS TO:

Juvenile Detention Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Submits reports as required by standards to Arizona Department of Education and responds to audits and maintains certification.
- Works with parents, representatives from other educational institutions and others regarding individual and/or collective student needs or school data.
- Working closely with the working with the Sr. Budget Analyst for financial reporting to ADE.
- Adheres to all detention policies and procedures.
- Coordinates with the teacher and Detention Administrator; provides input and information regarding updated requirements, laws, and procedures to comply with school standards.
- Maintains a cooperative partnership with detention and probation personnel.
- Drafts, composes, reviews and/or edits a variety of written documents, summaries and reports; updates and maintains statistical, financial and other logs and records; prepares and/or presents written and/or oral reports for internal and external audiences.
- Assists the teacher by evaluating student progress, sending and receiving transcripts, and maintaining necessary data.
- Works with the teacher and Detention Administrator to write district goals, benchmarks and outcome measures in relation to school accreditation
- Advises teacher and Detention Administrator of all areas of need and cooperates in the problem-solving process.
- Performs other job-related duties as assigned.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.
- Attends state-wide educational trainings/conferences.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Arizona Department of Education (ADE) Education Requirements.

- National School Lunch Program.
- Principles of file and records management.
- Current Microsoft Office software.
- Special Education Requirements
- Minimum Accounting Standards

Skill in:

- Assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Assessing, evaluating, analyzing, identifying and recommending solutions to problems.
- Producing written reports for internal and external audiences.
- Exercising good judgment, applying logical thinking, and making sound decisions to accomplish tasks.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.
- Communicating effectively verbally and in writing and communicating orally in a face-to-face setting and by telephone with public and employees.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Organization and adherence to detail.

Ability to:

- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- Comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Establish and maintain cooperative working relationships with court employees, other court and non-court related agencies and representatives, and the public.
- Work within a secure care setting and the willingness to adapt to working with students with varying degrees of educational functioning abilities.
- Work under pressure handling problems and tasks that come up simultaneously and/or unexpectedly.
- Work in a fast-paced environment with short term deadlines
- Be familiar with educational and treatment programs available to students in Detention, i.e. Opportunity School, Hope Garden, Project AIM

WORK CONTACTS

Regular contact with detained youth, associate personnel, other county departments, other agencies and the general-public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, extreme weather conditions, hazardous chemicals and/or infectious diseases.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.
- May be required to sit/stand for long periods of time.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A high school diploma or GED **AND** three (3) years of experience working with youth in an educational setting or related field **AND** secretarial, clerical, customer service or closely related experience, preferably relating to experience in Arizona schools and grants management **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Candidates with a bachelor's degree, school grant writing experience, and education administration experience will be given preference.

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Must remain current in knowledge required to perform assigned duties.
- Must obtain first aid/CPR certification within sixty (60) days of employment and must maintain.

- Provide acceptable driving history at no cost to the county.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- Minimum of 21 years of age.
- Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, Department of Child Safety (DCS) Central Registry check, (MVD) driving records check, psychological evaluation, polygraph examination, psychological evaluation, and submit to and pass a pre-employment drug/alcohol screen.
- This is a safety sensitive position.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.