

Market Range Detail - Education Manager (Detention)

Effective Date

October 28, 2013

Market Range Title Description

Positions in this market range title are responsible for the planning, direction, and management of all detention education activities in Adult Probation or the Sheriff's Office. Work is accomplished through a staff of Education Supervisor – Detention, Educator – Detention, and clerical support positions. Supervisory responsibilities include providing leadership to staff, hiring staff, evaluating staff performance, coaching and disciplining staff, and providing professional development.

Job duties typically include: handling the most complex and sensitive operational and student issues; advising department management on all educational issues; directing and managing all educational programs; developing and implementing new educational programs and activities; reviewing and researching curriculum and teaching methods; evaluating programs and practices to ensure that operations are in compliance with state and federal laws; overseeing the recruitment of educators and support staff; participating in department strategic planning by developing, evaluating, and monitoring division goals and strategies; preparing reports for local, state, and federal regulatory agencies; overseeing the administration of achievement performance tests, analyzing results, and developing strategies for improvement; developing and delivering training to educators; preparing and monitoring the division budget.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$35.90	\$40.76	\$45.61

Likely Minimum Qualifications

- Bachelor's degree in Education or closely related field
- Five years of teaching experience including two years of experience in educational administration
- Arizona State Department of Education Certification in adult education, elementary, secondary or special education.

Working Titles

- Detention Education Manager
- Education Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.