



JOB DESCRIPTION & SPECIFICATIONS

- JOB TITLE:** Parenting Education Supervisor, The Children's Center – Bedford Hills Correctional Facility
- SCHEDULE:** 20 hours/week on average; flexible and according to the needs of the program. The primary hours needed are between 1:00 and 5:00 pm for developing and facilitating programs. Must be available one to two nights per week when classes are running for evening classes between the hours of 6:00 pm and 9:00 pm.
- REPORTS TO:** Program Director, Bedford Hills Children's Center
- STATUS:** Part-time, Exempt, Salaried
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Statement of the Job

The Parenting Education Supervisor oversees and coordinates all aspects of Hour Children's parenting education offerings in Bedford Hills and Taconic Correctional Facilities. The classes we currently offer are: Foster Care and Child Custody Workshop, Journal and Letter Writing, Parenting Through Film, Parenting Workshop: How to talk to and about your child on the telephone, Parenting Through Art and Play, Parenting Through Literature, African and American Parenting: Multiple Cultural Parenting, Shared Parenting, Mothers of Adolescents and Family Dynamics in Spanish.

Duties and Responsibilities

- Evaluate existing curriculums to ensure they are relevant and meaningful; revise as necessary



- Collaborate with the members of the Hour Children Parenting Center Team, including Hour Children's Social Worker, as needed, to plan, administer and evaluate all curriculums.
- Develop and coordinate opportunities for enrichment – guest speakers, unique seminars, staff development, educational workshops, facilitator trainings and supervision for inside staff and civilian staff as needed but not less than 4 times per year- one-on-one and group settings.
- Publicize programs to generate interest and attendance among inmates prior to each semester and throughout the year as needed.
 - Provide a brief description of each class being offered in a particular semester, create flyer with the class descriptions and disseminate on all units.
- Pre- and post-test participants to demonstrate knowledge gains, evaluate classes, and document programmatic outcomes.
- Oversee all related logistics – including scheduling classes, coordinating class location, confirming inmate attendance (ie. call-outs), planning graduation.
- Maintain accurate and up-to-date records of classes offered, attendance and data for Hour Children's Monthly, Quarterly and yearly reports and communicate to the Program Director as required in a timely fashion. Must also be able to provide unique numbers and data when required for reporting.
- Participate in all staff meetings and meet bi-weekly with Program Director.
- Must be able to work as part of a multi-disciplinary team and amenable to covering other program areas on occasion if needed and requested by the Program Director, including but not limited to Hour Children's Summer Program, Holiday program and any and all events supporting our programming.
- Comply with all prison procedures, processes and requirements, including all security regulations and PREA (Prison Rape Elimination Act) requirements.



- Other duties and tasks as assigned

Specifications for Education

- BA or BS, preferably in Education and/or prior work experience working developing and implementing adult education curricula.
- Master's degree preferred, but not required

Specifications for Experience and Training

- Strong organizational and communication skills
- Experience in parenting education preferred
- Experience working in a prison setting an asset

Specifications for Physical Requirements

- Flexibility to work evenings or occasional weekends, as needed.