

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDM010	Mgr, Education Prgm	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	N

**Job Summary**

Manages goals and objectives for an educational program and plans implementation strategies. Monitors and evaluates results and recommends improvement to goals and objectives. May manage program resources. Directs subordinate supervisors and staff.

**Entry Qualifications**

Master's degree in education, administration, public administration or a related administrative field in the area of assignment from an accredited college or university AND L-5 certification AND Two years of program management experience in an educational setting.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDM011	Sr Mgr, Education Prgm	Front Line Mgr	Senior Manager	Professionals	SWD	P

**Job Summary**

Directs and develops goals and objectives for an educational program and plans implementation strategies. Monitors and evaluates results and recommends improvement to goals and objectives. May manage program resources. Directs subordinate managers and staff.

**Entry Qualifications**

Master's degree in education, administration, public administration or a related administrative field in the area of assignment from an accredited college or university AND L-5 certification AND Four years of program management experience in an educational setting.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDM012	Dir, Education Prgm	Mid Level Mgr	Director	Officials and Administrators	SWD	R

**Job Summary**

Oversees administration and direction of a comprehensive educational program. Develops goals and objectives for an educational program and plans implementation strategies. Monitors and evaluates results and recommends improvement to goals and objectives. May manage program resources. Provides leadership to subordinate managers and staff.

**Entry Qualifications**

Master's degree in education, administration, public administration or a related administrative field in the area of assignment from an accredited college or university AND L-5 certification AND Seven years of program management experience in an educational setting.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP010	Librarian 1	Professional	Professional	Professionals	SWD	G

**Job Summary**

Under supervision, administers libraries and media centers and performs related library services. Selects, acquires, catalogues, classifies, circulates and maintains library materials.

**Entry Qualifications**

Master's degree in library science from an accredited college or university.

**Comment** Job added as part of JCCP Project

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP011	Librarian 2	Professional	Professional	Professionals	SWD	H

**Job Summary**

Under general supervision, administers libraries and media centers, and performs related library services. Selects, acquires, catalogues, classifies, circulates and maintains library materials.

**Entry Qualifications**

Master's degree in library science from an accredited college or university AND Six months of related experience OR One year of experience required at the lower level (EDP010) or position equivalent.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP012	Librarian 3	Professional	Professional	Professionals	SWD	I

**Job Summary**

Under broad supervision, administers libraries and media centers and performs related library services. Selects, acquires, catalogues, classifies, circulates and maintains library materials.

**Entry Qualifications**

Master's degree in library science from an accredited college or university AND One year of related experience OR One year of experience required at the lower level (EDP011) or position equivalent.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP013	Librarian Spv	Supervisor	Supervisor	Professionals	SWD	J

**Job Summary**

Supervises and directs the work assignments of subordinate staff, and directs the administration of comprehensive library services for an educational institution. Ensures the efficient operation of library facilities and programs. Maintains a comprehensive media center to support the instructional program and to reinforce the continued professional development of staff at state schools. Supervises and plans work of assigned staff.

**Entry Qualifications**

Master's degree in library science from an accredited college or university AND a current or eligibility for a state librarian's professional certification AND Two years of experience required at the lower level (EDP012) or position equivalent.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP020	Instructor 1	Professional	Professional	Professionals	SWD	G

**Job Summary**

Under supervision, learns to instruct and supervise students of a state educational, rehabilitation, health care or correctional facility. Develops individual instruction plans, provides instruction, completes reports and tutors students.

**Entry Qualifications**

Associate's degree in a related field from an accredited college OR Two years of related experience OR a recognized certification in the area of vocational assignment. NOTE: Positions may require area specific certifications.

**Comment** Job added as part of JCCP Project

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP021	Instructor 2	Professional	Professional	Professionals	SWD	I

## Job Summary

Under general supervision, instructs and supervises students of a state educational, rehabilitation, health care or correctional facility. Develops individual instruction plans, provides instruction, completes reports and tutors students.

## Entry Qualifications

Bachelor's degree from an accredited college or university OR a recognized certification in the area of vocational assignment. NOTE: Positions may require area specific certifications.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP022	Instructor 3	Professional	Professional	Professionals	SWD	K

## Job Summary

Under broad supervision, develops curriculum and presents lessons in subject areas to children or adult clients of a state educational, rehabilitation, health care or correctional facility. Adapts teaching and instructional methods or uses specialized techniques to individualize instruction. Develops individual instruction plans, provides instruction, completes reports and tutors students.

## Entry Qualifications

Bachelor's degree from an accredited college or university AND eligible to obtain at least a Georgia teacher's associate professional fourth-year certificate OR a current, appropriate Georgia teacher's fourth-year certificate in area of assignment.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP023	Instructor Spv	Supervisor	Supervisor	Professionals	SWD	N

## Job Summary

Supervises and directs the work assignments of subordinate staff. Administers comprehensive educational and work activities programs for a state educational, rehabilitation, health care or correctional facility. Acts as the Resource Manager for the administration and management of Federal and State funded education and training programs.

## Entry Qualifications

Master's degree from an accredited college or university AND L-5 certification AND One year of experience in a supervisory/administrative capacity in an educational and/or vocational training program OR Two years of experience required at the lower level (EDP022) or position equivalent AND L-5 certification.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP030	Education Prgm Spec 1	Professional	Professional	Professionals	SWD	J

## Job Summary

Under supervision, learns to monitor, evaluate and supervise programs of educational institutions, school districts or other providers to ensure compliance with program regulations and standards. Advise program participants on eligibility, standards and improvements.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university.

Comment **Job added as part of JCCP Project**

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP031	Education Prgm Spec 2	Professional	Professional	Professionals	SWD	K

**Job Summary**

Under general supervision, monitors, evaluates and supervises programs of educational institutions, school districts or other providers to ensure compliance with program regulations and standards. May advise programs, providers and/or participants on eligibility, standards and improvements.

**Entry Qualifications**

Master's degree in education or a related field from an accredited college or university AND Two years of related experience OR Bachelor's degree in education or a related field from an accredited college or university AND Four years of related experience.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP032	Education Prgm Spec 3	Professional	Professional	Professionals	SWD	L

**Job Summary**

Under broad supervision, plans, coordinates, oversees and may develop requested improvement team activities in a variety of education program entities. Performs needs assessment, curriculum audits, effectiveness studies, facilitation of educational planning, resource networking and awareness sessions with entity personnel. May serve as lead worker.

**Entry Qualifications**

Master's degree in education or a related field from an accredited college or university AND Four years of related experience OR Bachelor's degree in education or a related field from an accredited college or university AND Six years of related experience.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP033	Education Prgm Spec 4	Supervisor	Supervisor	Professionals	SWD	N

**Job Summary**

Supervises and directs the work assignments of subordinate staff, plans, coordinates and oversees requested improvement team activities in education program entities. Performs needs assessment, curriculum audits, effectiveness studies, facilitation of educational planning, resource networking, and awareness sessions with entity personnel.

**Entry Qualifications**

Master's degree in education or a related field from an accredited college or university AND Five years of related experience OR Bachelor's degree in education or a related field from an accredited college or university AND Seven years of related experience.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
<b>EDP040</b>	<b>Research Analyst 1</b>	Professional	Professional	Professionals	SWD	J

**Job Summary**

Under supervision, designs and conducts research and/or data analysis to support educational programs. Analyzes programmatic and operational data, prepares reports and conducts planning for analysis of education or education related programs.

**Entry Qualifications**

Bachelor's degree in a related field from an accredited college or university.

**Comment** Job added as part of JCCP Project

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP041	Research Analyst 2	Professional	Professional	Professionals	SWD	L

### Job Summary

Under general supervision, designs and conducts research and/or data analysis to support educational programs. Analyzes programmatic and operational data, prepares reports and conducts planning for analysis of education or education related programs.

### Entry Qualifications

Master's degree in a related field from an accredited college or university OR Bachelor's degree in a related field from an accredited college or university AND Two years of related experience.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP042	Research Analyst 3	Professional	Professional	Professionals	SWD	M

### Job Summary

Under broad supervision, develops policy and research initiatives. Identifies issues and alternatives, assesses the funding strategies, documents and presents findings. Coordinates activities with stakeholders and makes presentations to groups. May serve as lead worker.

### Entry Qualifications

Master's degree in a related field from an accredited college or university AND Two years of related experience OR Bachelor's degree in a related field from an accredited college or university AND Four years of related experience.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
<b>EDP043</b>	<b>Research Analyst Spv</b>	Supervisor	Supervisor	Professionals	SWD	N

### Job Summary

Supervises and directs the work assignments of subordinate staff, develops policy and research initiatives. Identifies issues and alternatives, assesses the funding strategies, documents and presents findings. Coordinates activities with stakeholders and makes presentations to groups.

### Entry Qualifications

Master's degree in a related field from an accredited college or university that included coursework in research and evaluation techniques AND Two years of related experience that included the application of strong research competencies, advanced level methodological research and statistical analysis OR Bachelor's degree in a related field from an accredited college or university that included coursework in research and evaluation techniques AND Four years of related experience that included the application of strong research competencies, advanced level methodological research, statistical analysis AND Two of the years of experience having supervision over such research staff.

Comment **Job added as part of JCCP Project**

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP050	Career Counselor 1	Professional	Professional	Professionals	SWD	G

## Job Summary

Under supervision, learns to coordinate and implement a program that provides career guidance, counseling and academic services to students. Performs case management for student participants as needed.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university. Note: Some positions may require certification.

**Comment** Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP051	Career Counselor 2	Professional	Professional	Professionals	SWD	H

## Job Summary

Under general supervision, coordinates and implements a program that provides career guidance, counseling and academic services to students. Performs case management for student participants as needed.

## Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND One year of experience in instructing and/or counseling. Note: Some positions may require certification.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP052	Career Counselor 3	Professional	Professional	Professionals	SWD	I

## Job Summary

Under broad supervision, leads a program that provides guidance and counseling to students concerning career opportunities and academic counseling. May serve as lead worker.

## Entry Qualifications

Master's degree in a related field from an accredited college or university OR Bachelor's degree in a related field from an accredited college or university AND Two years of experience in instructing and/or counseling OR One year of experience required at lower level (EDP051) or position equivalent.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP053	Career Counselor Spv	Supervisor	Supervisor	Professionals	SWD	J

## Job Summary

Supervises and directs the work assignments of subordinate staff, provides direction to a program that provides guidance and counseling to students concerning career opportunities and academic counseling.

## Entry Qualifications

Master's degree in a related field from an accredited college or university OR Bachelor's degree in a related field from an accredited college or university AND Four years of experience in instructing and/or counseling OR Two years experience required at the lower level (EDP052) or position equivalent.

**Comment** Job added as part of JCCP Project

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP060	Certification Evaluator 1	Professional	Professional	Professionals	SWD	G

### Job Summary

Under supervision, performs work of moderate difficulty in learning to process and evaluate the credentials of applicants for Georgia educator certification/licensure. Provides assistance orally and in writing to the general public, educators, school systems and college certification officials. Participates in training projects to include internal and outreach training opportunities.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND at least One year of customer service work experience OR Three years of Professional Standards Commission or education-related experience in a Georgia school, school system central office, or state agency.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP061	Certification Evaluator 2	Professional	Professional	Professionals	SWD	H

### Job Summary

Under general supervision, performs work of moderate difficulty in processing and evaluating the credentials of applicants for Georgia educator certification/licensure. Provides assistance via both oral and written communication to the general public, educators, school systems and college certification officials.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND One year of successful agency experience as an entry-level evaluator (EDP060) or in another position in certification in which the person has demonstrated the same level of skill and knowledge.

Comment **Job added as part of JCCP Project**

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP062	Certification Evaluator 3	Professional	Professional	Professionals	SWD	I

### Job Summary

Under broad supervision, independently reviews, researches and manages certification transactions of moderate to high difficulty. Serves as a mentor to evaluator trainees and operates as a lead on special projects as assigned. Works collaboratively with management to assist in the development and implementation of training for staff.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND One year of experience required at lower level (EDP061) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP063	Certification Evaluator 4	Professional	Professional	Professionals	SWD	J

### Job Summary

Under limited supervision, reviews, researches and manages certification transactions of the highest difficulty. Assists in the training of staff and contributes in the planning and implementation of policies and procedures related to GaPSC Certification Division. Serves as the subject-matter expert (SME) and may serve in a lead role.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND One year at the lower level (EDP062) or in another position in certification AND demonstrated ability and interest to take on tasks of an advanced level evaluator.

Comment **Job added as part of JCCP Project**

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDP064	Certification Evaluator Spv	Supervisor	Supervisor	Professionals	SWD	K

### Job Summary

Supervises and directs the work assignments of subordinate staff. Reviews, researches and manages certification transactions of the highest difficulty. Trains staff and contributes in the planning and implementation of policies and procedures related to GaPSC Certification Division. Serves as lead worker.

### Entry Qualifications

Bachelor's degree from an accredited college or university AND One year at the lower level (EDP063) or advanced level evaluator or in another position in certification AND demonstrated ability and interest to take on tasks of a supervisor.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDS010	Instruction Paraprofessional 1	Support	Support - Administration	Paraprofessionals	SWD	C

### Job Summary

Under direct supervision assists instructor/teacher with providing education and/or training to students. Prepares instructional materials and maintains order and cleanliness in the learning environment. Plans and conducts child development activities. Monitors and supervises various classroom functions.

### Entry Qualifications

High school diploma OR GED AND combination of training and experience which would enable the applicant to obtain the requisite knowledge, skills and abilities to assist instructor/teacher with providing instruction to students.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDS011	Instruction Paraprofessional 2	Support	Support - Administration	Paraprofessionals	SWD	D

### Job Summary

Under general supervision, assists instructor/teacher with providing education and/or training to students. Prepares instructional materials and maintains order and cleanliness in the learning environment. Plans and conducts child development activities. Monitors and supervises various classroom functions.

### Entry Qualifications

High school diploma OR GED AND One year experience working in an instructional/childcare setting OR One year experience required at the lower level (EDS010) or position equivalent.

Comment n/a



# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDS012	Instruction Paraprofessional 3	Support	Support - Administration	Paraprofessionals	SWD	E

**Job Summary**

Under broad supervision, assists instructor/teacher with providing education and/or training to students. Prepares instructional materials and maintains order and cleanliness in the learning environment. Plans and conducts child development activities. Monitors and supervises various classroom functions. May serve as lead worker.

**Entry Qualifications**

High school diploma OR GED AND Two years of experience working in a instructional/childcare setting OR Two years experience required at the lower level (EDS011) or position equivalent.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
<b>EDS013</b>	<b>Instruction Paraprofessional S</b>	Supervisor	Supervisor	Paraprofessionals	SWD	F

**Job Summary**

Supervises and directs the work assignments of subordinate staff. Assists instructor/teacher with providing education and/or training to students. Prepares instructional materials and maintains order and cleanliness in the learning environment. Plans and conducts child development activities. Monitors and supervises various classroom functions.

**Entry Qualifications**

High school diploma OR GED AND Three years of experience working in a instructional/childcare setting OR Three years experience required at the lower level (EDS012) or position equivalent.

**Comment** Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
<b>EDT010</b>	<b>Practical Instructor 1</b>	Technician	Technician - Uncertified	Paraprofessionals	SWD	E

**Job Summary**

Under direct supervision, instructs or trains clients and/or students in a specific areas of assignment as part of a program that includes an organized agenda of practical and workforce readiness instruction.

**Entry Qualifications**

Associate's degree in area of assignment from an accredited college OR completion of a vocational/technical school program in area of assignment from an accredited college.

**Comment** Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT011	Practical Instructor 2	Technician	Technician - Uncertified	Paraprofessionals	SWD	F

**Job Summary**

Under general supervision, instructs or trains clients and/or students in a specific area of assignment as part of a program that includes an organized agenda of practical and workforce readiness instruction.

**Entry Qualifications**

Associate's degree in area of assignment from an accredited college OR completion of a vocational/technical school program in area of assignment from an accredited college AND One year experience in the area of assignment OR One year of experience required at lower level (EDT010) or position equivalent.

**Comment** n/a

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT012	Practical Instructor 3	Technician	Technician - Uncertified	Paraprofessionals	SWD	G

**Job Summary**

Under broad supervision, instructs or trains clients and/or students in a specific area of assignment as part of a program that includes an organized agenda of practical and workforce readiness instruction. May serve as lead worker.

**Entry Qualifications**

Bachelor's degree in a related field from an accredited college or university OR Associate's degree from an accredited college OR completion of vocational/technical school program in area of assignment from an accredited college AND Two years experience in the area of assignment OR One year experience required at the lower level (EDT011) or position equivalent.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT013	Practical Instructor Spv	Supervisor	Supervisor	Paraprofessionals	SWD	H

**Job Summary**

Supervises and directs the work assignments of subordinate staff. Develops, coordinates and implements the instruction or training of clients and/or students in a specific area of assignment as part of a program that includes an organized agenda of practical and workforce readiness instruction.

**Entry Qualifications**

Bachelor's degree in a related field from an accredited college or university AND One year of experience in the area of assignment OR Associate's degree from an accredited college OR completion of vocational/technical school program in area of assignment from an accredited college AND Three year's experience in the area of assignment OR One year of experience required at the lower level (EDT012) or position equivalent.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT020	Admissions Coord 1	Technician	Technician - Uncertified	Professionals	SWD	H

**Job Summary**

Under direct supervision, learns to plan, coordinate and administer the admissions process for educational institutions or programs. Under general supervision designs and executes outreach projects to increase awareness of the institution or program.

**Entry Qualifications**

Associate's degree in a related field from an accredited college OR Technical degree in related field from an accredited college.

**Comment** Job added as part of JCCP Project

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT021	Admissions Coord 2	Technician	Technician - Uncertified	Professionals	SWD	I

### Job Summary

Under general supervision, plans, coordinates and administers the admissions process for educational institutions or programs. Designs and executes outreach projects to increase awareness of the institution or program.

### Entry Qualifications

Associate's degree in a related field from an accredited college OR Technical degree in related field from an accredited college AND Two years of related experience in post-secondary institution OR Two year's experience required at lower level (EDT020) or position equivalent.

Comment n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT022	Admissions Coord 3	Technician	Technician - Uncertified	Professionals	SWD	J

### Job Summary

Under broad supervision, plans, coordinates and administers the admissions process for educational institutions or programs. Designs and executes outreach projects to increase awareness of the institution or program. May serve as lead worker.

### Entry Qualifications

Associate's degree in a related field from an accredited college OR Technical degree in related field from an accredited college AND Three years of related experience in post-secondary institution OR Three year's experience required at lower level (EDT021) or position equivalent.

Comment Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT023	Admissions Coord Spv	Supervisor	Supervisor	Professionals	SWD	K

### Job Summary

Supervises and directs the work assignments of subordinate staff. Plans, coordinates and administers the admissions process for educational institutions or programs. Designs and executes outreach projects to increase awareness of the institution or program.

### Entry Qualifications

Bachelor's degree in a related field from an accredited college or university AND Two years of related experience in a post-secondary institution OR Four year's experience required at lower level (EDT022) or position equivalent.

Comment Job added as part of JCCP Project

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT030	YouthCA Cadre Worker 1	Technician	Technician - Uncertified	Paraprofessionals	SWD	F

**Job Summary**

Under direct supervision, assists with the supervision and training of youth in a military-style program of physical training, character development and general education. Assists in the monitoring, training, disciplining and supervision of cadets. Provides a safe and clean environment, security, non-professional counseling services and on-site crisis intervention. Documents student progress and encourages cadets in order to enhance motivation.

**Entry Qualifications**

High school diploma OR GED AND Two years honorable active duty or reserve component military service which included the attainment of an E3 or higher OR One year experience as a Correctional Officer, Juvenile Correctional Officer or another P.O.S.T. certified position. Note: Applicants must provide a copy of their DD214 (Member 4 copy) in order to be considered.

**Comment** Job added as part of JCCP Project

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT031	YouthCA Cadre Worker 2	Technician	Technician - Uncertified	Paraprofessionals	SWD	G

**Job Summary**

Under general supervision, monitors and trains youth in a military-style program of physical training, character development and general education. Assists in the monitoring, training, disciplining and supervision of cadets. Provides a safe and clean environment, security, non-professional counseling services and on-site crisis intervention. Documents student progress and encourages cadets in order to enhance motivation.

**Entry Qualifications**

High school diploma OR GED AND Three years honorable active duty or reserve component military service which included the attainment of an E4 or higher. Note: Applicants must provide a copy of their DD214 (Member 4 copy) in order to be considered.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT032	YouthCA Cadre Leader	Technician	Technician - Uncertified	Paraprofessionals	SWD	H

**Job Summary**

Under broad supervision, participates and assists counseling staff in the social, emotional, educational, and vocational development of youth, in the provision of instruction in life skills, and the coordination of supplemental student activities. Monitors and reviews performance and intervenes in more situations involving cadets. May serve as lead worker.

**Entry Qualifications**

Bachelor's degree in a related field from an accredited college or university AND One year of full-time professional level counseling or social work experience OR Four years of honorable military service which included attainment of an E-5 or higher OR One year of experience required at the lower level (EDT031) or position equivalent. Note: Applicants must provide a copy of their DD214 (Member 4 copy) in order to be considered.

**Comment** n/a

# Job Code Catalog: Education

As of 11/10/15

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT033	YouthCA Cadre Dep Command	Supervisor	Supervisor	Paraprofessionals	SWD	I

**Job Summary**

Under limited supervision, supervises and directs the work assignments of subordinate staff. Manages the activities of the cadre, ensuring all activities are scheduled and completed. Ensures that all counseling, guidance and assessment services are provided to cadets. Coordinates related educational and vocational activities on and off campus.

**Entry Qualifications**

Bachelor's degree in a related field AND Two years of full-time professional level counseling or social work experience OR Four years of honorable military service which included attainment of an E-6 or higher OR One year experience required at the lower level (EDT032) or position equivalent. Note: Applicants must provide a copy of their DD214 (Member 4 copy) in order to be considered.

**Comment** n/a

Job Code	Job Title	Function	Sub Function	EEO-4	Sal Plan	Grade
EDT034	YouthCA Cadre Commandant	Technician	Technician - Uncertified	Paraprofessionals	SWD	J

**Job Summary**

Directs the activities of cadre leadership and cadets. Counsels cadets and cadre employees on performance and other issues. Reviews or conducts investigations into cadre/cadet misconduct. Does not supervise staff. Serves as the subject-matter expert (SME) and may also serve in a lead role.

**Entry Qualifications**

Bachelor's degree in a related field AND Three years of full-time professional level counseling or social work experience OR Five years of honorable military service which included attainment of an E-6 or higher OR years of experience at the lower level (EDT033) or position equivalent. Note: Applicants must provide a copy of their DD214 (Member 4 copy) in order to be considered.

**Comment** Job added as part of JCCP Project