



**BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA
Escambia County Corrections**



CORRECTION GED PROGRAM QUOTE REQUEST

INSTRUCTORS:

2 Instructors - Main Jail

SCOPE OF SERVICES:

The Escambia County Corrections Department desires to retain (2) two instructors to provide instructions for (GED) General Education Development and (ABE) Adult Basic Education classes for incarcerated inmates in the (MJ) Main Jail Facility.

All instructors are qualified to render such services and have records to show their experience with instructing incarcerated students.

Student inmates will be instructed on an up-to-date GED/ABE computer programs as well as personal instruction from the instructors. Instructors will maintain accurate attendance records, provide proficiency of completion certificates to qualified recipients and prepare students to test for the GED diploma.

Class sessions will be held (4) four times per week (Monday – Thursday), (2) two sessions per day from 8:30 am to 11:30 pm and from 12:30 pm to 3:30 pm or as determined by Detention Center Operations. In the Main Jail facility there will be classes held for female and male inmates on alternating days, the 5th day will be for the ABE students.

Total class time for both class sessions will not exceed 30 hours per week, to consist of 1 hour of planning time for each class.

JOB DESCRIPTION

The instructor will maintain a classroom environment and facilitates the teaching of Adult Basic Education, English Language Development, and basic subjects required to pass the GED or equivalent examination.

The instructor will teach one or more subjects including, but not limited to reading, mathematics, science, social studies and language arts.

PRIMARY DUTIES AND RESPONSIBILITIES

Provide classroom instruction in the areas of basic education subjects including career planning, social adjustment and general life skills information.

May instruct conversational English along with ideas and customs in English to students with limited English proficiency. Maintains records including testing, daily inmate/detainee work, and attendance.

The Instructor will be required to provide an invoice on a monthly basis with dates and times of classes as well as how many students attended each session.

The invoice will also include a unique invoice number, a completed remit to field and billed to field.

The invoice with the above criteria will be turned in within the first five (5) working days of the following month to the Escambia County Jail's Programs Coordinator for review. Payment will be submitted for all hours worked during the previous month.

TESTING:

Testing will be provided by an online testing service certified by the State of Florida. Test will be administered by a certified testing proctor only, not by the instructors.

JOB QUALIFICATIONS

Bachelor's degree from an accredited college or university
Two (2) years of relevant teaching experience
Two (2) year working/teaching in a correctional facility
Experience and Knowledge working with Aztec Learning System.

FACILITIES AND EQUIPMENT:

It is understood and agreed that the County shall provide essential equipment and supplies for the inmate GED/ABE classes. The supplies will include, but not limited to, the cost of classroom computers to be also used for the computer class, textbooks, class supplies and instructional tools for the instructor's use.

The GED Program will be supervised by the Jail Program Department

- Do you have a bachelor's degree (Y/N)
- Do you have two (2) years of relevant teaching experienced (Y/N)
- Do you have two (2) years working/teaching in a correctional facility (Y/N)
- Experience and Knowledge working with Aztec Learning System (Y/N)

I **can/cannot** provide the services as outlined in the above documentation

I **do/do not** meet the qualifications as outlined in the above documentation

Proposed Compensation per Hour _____

Print Name

Signature

Date