



Female Parenting Classes

Scope of Services

The Escambia County Main Jail desires to retain one (1) contract instructor to provide instructions for Female Parenting Classes for incarcerated female inmates at the Escambia County Main Jail.

The instructor will be qualified to render such services and have records to show their experience with instructing incarcerated students.

Instructors will maintain

Class sessions will **be held October 1st, 2018 and ending September 30th, 2018. Each class will last two (2) hours and will be held on Monday between the hours of 12pm – 2 pm**

Facilities and Equipment

It is understood and agreed that Escambia County Jail shall provide essential equipment and supplies for the classes. The supplies will include, but are not limited to, the cost of class room computers, text books, class supplies and instructional tools for the instructor's use.





Job Description

The instructor will maintain a classroom environment that facilitates the teaching of parenting classes for the females incarcerated at the Escambia County Jail. The Instruction must have the ability to communicate effectively, especially to a large diverse group. Comply with the Facility Schedule/Guidelines, conduct presentations to voluntary and court-mandated clients. Contribute to the understanding and acceptance of cultural diversity within the facility. Perform other duties and responsibilities as directed by program staff. The Instructor will be required to provide an invoice on a monthly or quarterly 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. One payment will be made for all hours worked during the previous month. A 30 day written notice will be required by either party in order to terminate this relationship except in the case of an Escambia County Corrections policy or rule violation. When an Escambia County Corrections policy or rule violation occurs the relationship may be terminated automatically.

Job Requirements

- Bachelor’s degree from an accredited college or university in Social Work, Counseling, Education
- Valid teaching certificate from the State Department of Education or comparable credentials
- Two (2) years of relevant teaching experience preferred

I can not provide the services as outlined in the above documentation.

I do not meet the qualifications as outlined in the above documentation.

Proposed Compensation Per Hour _____

Printed Name

Signature

Date