

Grayson County Job Posting

	Date Posted: August 5, 2025 Closing Date: Until sufficient pool of applicants Positions Open: 1
Position:	JJAEP Administrator
Department:	Grayson County Juvenile Services
Salary Range:	Commensurate with Experience
Duties:	The Juvenile Justice Alternative Education Program (JJAEP) serves the educational needs of juveniles who have been expelled from a regular classroom setting within a Grayson County school district. The successful applicant will provide primary leadership to the youth enrolled in the JJAEP, delivering services within a structured daytime educational environment. Many of the youth in this program are likely to have involvement with the juvenile probation department. This individual will be responsible for the direct supervision of case management staff and other JJAEP personnel, and will serve as a liaison between the program and Independent School District (ISD) personnel.
Qualifications:	<ul style="list-style-type: none"> • U.S. citizen • At least 21 years of age • Valid driver's license • Meet criminal history guidelines per Texas Juvenile Justice Department • Bachelor's degree or higher in social services or a related field Preferred Qualifications <ul style="list-style-type: none"> • 5+ years of experience in social services or a related field • 3+ years of experience in a juvenile justice setting • 1+ year of supervisory experience (may substitute with additional relevant experience)
Requirements:	Must meet NCIC/TCIC employment guidelines. Valid driver's license. Computer proficiency. Must successfully complete a background check and drug screen.
Benefits:	Excellent benefits including employer paid health insurance, vacation, sick leave, paid holidays and retirement plan.
Application:	A standard application may be obtained at www.co.grayson.tx.us Human Resources.

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request assistance.