

**Jana Miller, MEd, MCJ
Vitae**

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Professional Profile

Hill County Juvenile Probation/JJAEP:

P.O. Box 892, Hillsboro, Texas 76645: (254)582-9553 (Tina Lincoln-supervisor)

08/2011- Present- Certified Juvenile Probation Officer/JJAEP Caseworker:

Duties to include detention of delinquent youth, court testimony, securing treatment for mental health and drug related issues for youth and their families, finding placement for more secure settings, intensive supervision of youth on probation. Case Manager management of the Juvenile Justice Alternative Education Program , and supervising the classroom students. Write and teach curriculum for students who are difficult due to behavioral issues, mental health issues or due to family/home situation. These children learn differently and need to be taught and related to in different ways for them to be successful.

Texas A&M University Commerce: Navarro Partnership

3200 W. 7th St, Corsicana, Texas 75110: (903)875-7618

08/2013-Present- Adjunct Instructor Criminal Justice and Sociology:

Duties include teaching criminal justice courses either in face to face format or online format. Providing clear, concise instructions and a learning environment for all types of learners. Making sure each of my students understand what is being asked of them and being available to them as they need. Providing grades and other classroom reports to the University in a timely manner.

Navarro College:

3200 W. 7th St, Corsicana, Texas 75110: (800)628-2776 (Brad Richardson-supervisor)

08/2013- Currently as needed- Adjunct Instructor:

Duties include teaching criminal justice courses either in face to face format or online format. Providing clear, concise instructions and a learning environment for all types of learners. Providing grades and other classroom reports to the university in a timely manner.

Drug Prevention Services, Inc.:

P.O. Box 892, Hillsboro, Texas 76645: (254-582-4053 (Alvis Reeves-supervisor)

05/2012-09/2014- Founder/Coalition Director- Grant Position:

Duties include maintaining grant volunteer match, administering grant funds, coordinating drug prevention strategies with local law enforcement agencies, school districts and volunteers- oversee the implementation and coordination of the strategies of

the coalition. This position ended with the closing of the grant money. 09/2014 The same services are now provided to Hill County without the use of a grant. It is all volunteer based at this point.

Ellis County Juvenile Services:

109 S Jackson St, Waxahachie, TX 75165: (972)825-5400 (supervisor no longer there)

07/2008 – 05/2011- Certified Juvenile Probation Officer:

Duties to include detention of delinquent youth, extensive court testimony, obtaining mental health, drug evaluations, and securing treatment for youth and their families, intensive supervision of youth released from detention while under court orders.

Department of Families and Protective Services:

605 S Ivy St, Hillsboro, TX 76645: (254) 582-2514 (supervisor no longer there)

05/2008 – 07/2008- Case Manager:

Duties to include social interviews, obtaining personal information, social reports, creating court documents, extensive chronological recordings, and creating case plans/ safety plans.

Relevant Experience

- Material Development
- Create Curriculum
- Targeted Development
- Goal Setting
- Established clear objectives for all lessons/projects
- Communication with students to achieve a clear understanding of grading rubric and overall class expectations
- Community Service
- Counseling- Serve as a student mentor and counselor
- Collaboration with students to reach solutions
- Teaching, Tutoring, and Counseling
- Court Testimony
- Facilitate Meetings as Needed
- Grant Writing/Match/Volunteer Organization
- Program Specialist
- Membership Development
- Coalition Director
- Certified Juvenile Probation Officer
- Drug Court Coordinator
- Human Trafficking
- Online Course Delivery
- Face to Face Delivery

- Certified Trauma Informed Care Trainer
- Certified Conflict Resolution Train

Education

Tarleton State University Criminal Justice Masters Stephenville, Texas, USA	2012
Texas A&M University Education-Curriculum and Instruction Masters College Station, Texas, USA	2011
Texas A&M University-Commerce Criminal Justice Bachelor of Science Commerce, Texas, USA <ul style="list-style-type: none">• Dean's List• President of the Criminal Justice Club, Navarro Campus, 2007 & 2008	2008
Navarro Junior College Criminal Justice Associates Degree Corsicana, Texas, USA <ul style="list-style-type: none">• President's List• President of Criminal Justice Club 2005 & 2006• TJJD's Volunteer Group of the Year• Named to the Executive Criminal Justice Advisory Committee as the student liaison	2006
Texas A&M University General College Station, Texas, USA <ul style="list-style-type: none">• Completed core subjects- 40 hours	1981-1983

Affiliations

Member in Good Standing Phi Theta Kappa
Member in Good Standing Alpha Kappa Delta
Member in Good Standing Alpha Phi Sigma
Member in Good Standing of Texas Probation Association
Member in Good Standing of Juvenile Justice Association of Texas
Century Club Member of Texas A&M Former Student's Association
Volunteer Services, Mentor: Texas Juvenile Justice Department-
Campus Executive Board Member of Volunteer Services- TJJD,
Impact- Coalition against Underage Substance Abuse
 Impact- Navarro County
 Impact- Waxahachie, Ellis County
 HCYSAC- Hill County, Founding Member/ Executive Director
Navarro College Advisory Committee for Criminal Justice-Professional Status
National Notary Association
Red Cross – Certified Instructor
Certified Training Instructor for Trauma Informed Care
Certified Trainer for Conflict Resolution