

**Jana Miller, MEd, MCJ
Vitae**

**P.O. Box 581
Dawson, TX 76639-0581**

Phone: 903-253-9054

Cell: 903-257-8765

Email: Jmiller@navarrocounty.org

Professional Profile

Navarro County Juvenile Probation: Current

315 W. 3rd Ave., Corsicana, Texas 75110: 903-654-3071

08/2019- Present-. Duties to include overseeing the day to day operations of the department, training new juvenile probation officers, supervision of juveniles, securing treatment for mental health and drug related issues for juveniles and their families, finding placement with more secure settings and more intensive programs, detention of youth, court testimony, day to day supervision of juveniles with misdemeanors to 1st degree felonies including sex offenders and the charge of murder.

Hill County Juvenile Probation/JJAEP:

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

08/2011- 08/2019- 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

14 years of juvenile probation officer experience:

- Social Interviews, writing social reports, safety plans and home studies
- Extensive court testimony, creating court documents, extended knowledge of the Family Code, the Education Code, Health and Safety Code and the Penal Code
- Experienced with difficult children, parents and managing their experience in the Juvenile Justice System
- Working along side of other departments such as police agencies, CPS, various mental health service providers, contract employees and the Courts
- Written and received 2 federal grants for programs which offered extra services for juveniles with substance abuse issues

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