

**J.F. Ingram State Technical College
Special Education Services Department
Job Description**

TITLE: Special Education Services Assistant – Special Education

REPORTS TO: Coordinator of Special Education Services

SUPERVISES: Students

JOB GOAL: To provide sound educational programs for students with disabilities incarcerated in an adult correctional facility.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree from an accredited institution in special education.
- An Alabama Teacher's Certificate with an endorsement in Special Education.
- Excellent written and verbal communication skills.
- Ability to make independent judgments, solves problems, provides leadership and works with diverse groups of people.
- Excellent organizational skills, be attentive to detail and have the ability to prioritize multiple tasks.
- Willing to be flexible with work schedule as workload dictates.
- Understands and maintains confidentiality and professional integrity.
- Reliable and punctual.

RESPONSIBILITIES: The Special Education Services Assistant is a full-time position under the authority of J.F. Ingram State Technical College. This position is a professional position functioning under the direction and leadership of the Special Services Director. Listed below are the primary responsibilities of the position. These may be modified or others assigned in order to meet the needs of the college.

- Processes referrals on individuals who may be in need of special education services.
- Assumes responsibility for time lines and paperwork necessary to place students in special education.
- Participates as a member of the Eligibility and IEP Team to determine appropriateness of an evaluation and eligibility of an individual according to criteria set by state and federal guidelines for Special Education.
- Administers required evaluations, develops and implements Individualized Education Programs (IEP)
- Provides assistance to instructors who work with special education students in regular and alternative programs.
- Maintains the confidentiality of special education records.
- Monitors special education services for assigned caseload.
- Sets up all eligibility determination and IEP meetings.
- Responsible for annual IEP renewals and three-year re-evaluations of special education students.
- Collaborates with Special Education Assistants to provide a Free Appropriate Public Education (FAPE).
- Completes required paperwork in an accurate and timely manner.
- Participates in in-service training and other continuing education activities to enhance job skills and knowledge.
- Attends mandatory monthly staff meetings and any other meetings called by the Special Education Services Director and/or Coordinator.
- Serves on any institutional committees as assigned to represent the Special Education Services section.

EXEMPT

- Complies with any applicable guidelines and policies set forth by the Alabama Community College System and J.F. Ingram State Technical College.
- Complies with all state and federal rules applicable for the provision of educational services to Special Education Services students.
- Demonstrates computer literacy, such as the ability to utilize current technology to communicate, collect and analyze data.
- Organizes and completes special projects and perform other duties and responsibilities as assigned by the Special Education Services Director and Coordinator.

EDUCATION AND/OR EXPERIENCE: Special Education Services Assistant-Special Education employees must maintain appropriate certification as prescribed by the Alabama State Department of Education and/or the College for continued employment.

LANGUAGE SKILLS: Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to communicate in English, orally and in writing. Ability to effectively present information and respond to questions from groups of students, co-workers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry as needed.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of a Special Education Services Assistant, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is frequently required to use chalk or dry erase boards and to use computers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may regularly work in a classroom setting located on or off College property.

COMMENTS: Employees in a correctional environment must remain aware of security concerns at all times. The employee must be eligible to enter into any/all Department of Corrections (DOC) facilities in order to perform the job duties and must maintain this status for continued employment.

EVALUATION: Performance of this job will be evaluated annually by the Director of Special Education Services.

Reviewed by _____ Date _____

Salary Schedule Placement: L
Full-time/Salaried Position
(Not on Tenure Track)