

J. F. INGRAM STATE TECHNICAL COLLEGE

Position Announcement

Special Education Services Assistant-Special Education
(Donaldson Correctional Facility)

Posted: February 3, 2012



Application Deadline: Search will continue until 3:00 PM on February 24, 2012.

General Information: J. F. Ingram State Technical College is a postsecondary correctional education institution with centers located at Deatsville, Wetumpka, and adjacent to Draper Correctional Facility in Elmore County. Its mission is to provide quality educational services to individuals incarcerated in central Alabama's correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

Qualifications: Bachelor's degree from regionally-accredited college or university in special education is the minimum requirement. An Alabama Teacher's Certificate with an endorsement in Special Education is required. Special Education Services Assistant/Special Education employees must maintain the proper teaching certification(s) required by the Alabama State Department of Education and/or J.F. Ingram State Technical College for teachers teaching the same respective subject(s) to special education students within the local education agency for continued employment.

Job Summary: The Special Education Services Assistant is a full-time position under the authority of JF Ingram State Technical College. This position is a professional position functioning under the direction and leadership of the Special Education 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.

Duties and Responsibilities:

- 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.
- 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.

(continued on reverse side)

Phone: 334-290-3248 Fax: 334-285-2521
P. O. Box 220350 Deatsville, Alabama 36022-0350

- Organizes and completes special projects and perform other duties and responsibilities as assigned by the Special Education Services Director and Coordinator.

Salary Range: Salary will be determined by placement on appropriate Alabama State Board of Education –approved salary schedule L.

NOTE: All applicants will receive a copy of the approved job description, which will include details of duties and responsibilities.

Application Procedure:

Application forms are available from the following address:

Human Resources
J. F. Ingram State Technical College
Post Office Box 220350
Deatsville, Alabama 36022-0350
(Phone: 334-290-3279)

Important Note! Only completed application packets will be considered. If an application deadline is specified, the College must receive all materials prior to the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and be willing to complete any additional required application materials. Interviews may include a prescribed question and answer session, and may include a writing assignment, and/or a demonstration of job-related and teaching skills.

A complete application packet consists of:

- **A completed institutional application form. Only unaltered J.F. Ingram's application forms will be considered, and must be filled out completely.**
- **A current resume reflecting all previous work experience.**
- **Three current letters of verification, dated within the previous twelve (12) months, that confirm experience claimed by the applicant.**
- **Transcripts for all college coursework taken. Unofficial transcripts will be acceptable for review by a selection committee. However, prior to any offer of employment, official transcripts must be received by the college.**

ALL APPLICATION MATERIALS, SUBMITTED FOR CONSIDERATION OF EMPLOYMENT, MUST BE MAILED TO THE COLLEGE AT THE ADDRESS LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.

Other Information:

J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for State Board Policy 623.01 will be followed. I further understand that I will be responsible for the cost of said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within 3 days of hire and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

J.F. Ingram State Technical College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. J.F. Ingram State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.