



Position Announcement

Special Education Services Assistant (Math)

POST: October 6, 2021

Application Deadline: Search will continue until 3:00 PM on October 19, 2021.

General Information: J.F. Ingram State Technical College is a postsecondary correctional education institution with centers located in Deatsville (Main Campus), Julia Tutwiler Prison, Draper Instructional Site, Alabama Therapeutic Facility (ATEF), Donaldson Correctional Facility, Bibb Correctional Facility, and the Thomasville Regional Daily Reporting Center. 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 Degree from a regionally accredited institution; an Alabama Teacher's Certificate with a 6-12 endorsement in Mathematics is required is **required**. Knowledgeable of state, federal, State Board of Education, and institutional education requirements is **preferred**.

Summary: This position reports to the Coordinator of Special Education Services. The Special Education Services Assistant- General Education (Math) will instruction at an appropriate level by demonstrating the abilities to understand and follow the Alabama Course of Study for content area. Listed below are the primary responsibilities for the position; however, the Coordinator of Special Education Services and his/her designee may assign other professional duties to meet the College's needs.

Essential Functions:

- Provide instruction and teach at an appropriate level,
- Provide content development, teacher-focused content development, and student-focused content development,
- Maintains classroom for the purpose of ensuring availability of a safe and positive learning environment,
- Promotes good study habits and student independence for the purpose of improving the quality of student outcome,
- Demonstrates computer literacy, such as the ability to utilize current technology to communicate, collect and analyze data,
- Completes required documentation in an accurate and timely manner, and maintains the confidentiality of special education records,
- Demonstrates understanding of and follows the Alabama Course of Study for content areas
- Collaborates with Special Education Assistants to provide a Free Appropriate Public Education (FAPE),
- Administers required evaluations and implements Individualized Education Program (IEP) to determine appropriate eligibility set by state and federal guidelines for special education,
- Participates in in-serve training and other continuing education activities to maintain a high level of competence and skill in the field of Special Education and Correctional Education.
- Attends mandatory monthly staff meetings and any other meetings called by Special Education Services Director and/or Coordinator.

- Organizes and completes special projects and performs other duties and responsibilities as assigned by the Special Education Services Director and Coordinator.
- Possesses an understanding of and commitment to the philosophy and mission of a community and technical college.
- A sensitivity and commitment to cultural diversity.
- Complies with any applicable guidelines, procedures, and policies set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, and J.F. Ingram State Technical College.

KNOWLEDGE, SKILL, AND ABILITIES:

- Excellent written and verbal communication skills.
- Ability to make independent judgements, solve problems, provide leadership and work with diverse groups of people.
- Excellent organization skills, be attentive to detail and have the ability to prioritize multiple tasks.
- Willing to be flexible with work schedule as workload dictates.
- Understand and maintain confidentiality and professional integrity.
- Reliable and punctual.
- Ability to establish and maintain effective working relationships with others internal and external to the college.

Salary Range: Salary will be determined by placement on the appropriate Alabama Community College System-approved salary schedule. Local SES (\$56,039 - \$100,408)

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

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Application Procedure: Application forms are available from the following website: <https://istc.edu/employment>

Important Note! Only completed application packets will be considered. If an application deadline is specified, the College must receive all material in advance of the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and willing to complete additional required application material. 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. All application material received will permanently become part of the College's search files and will not be returned to the applicant. Each position applied for must have a separate application packet. Questions can be sent by email to Andrea Richardson, Coordinator of Human Resources at andrea.richardson@istc.edu, or call 334-290-3251.

A complete application packet consists of:

- A completed institutional application form containing the applicant's signature. (Electronic signatures are not acceptable, however; photocopies of application material are acceptable).
- A **current** resume reflecting all previous work experience.
- Transcripts for **all** college coursework taken. Unofficial transcripts will be adequate for review by the selection committee. However, in advance of any offer of employment, official transcripts must be received by the College.

Mail to:

J.F Ingram State Technical College
Human Resources
Post Office Box 220350
Deatsville, AL 36022

Hand deliver to:

J.F. Ingram State Technical College
Human Resources
5375 Ingram Road
Deatsville, AL 36022

All mailed application packets must be mailed to PO Box 220350 Deatsville, AL 36022, by the specified deadline.

DO NOT STAPLE ANY ITEMS CONTAINED IN YOUR APPLICATION MATERIAL

ALL APPLICATION MATERIAL SUBMITTED FOR CONSIDERATION OF EMPLOYMENT MUST BE MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE SPECIFIED ADDRESSES LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES, NO E-EMAILED OR FAXED APPLICATION MATERIAL 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 ACCS Board Policy 632.01 will be followed. I further understand that I may be responsible for the cost of a said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within three 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 Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, 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 before the awarding.