



## Position Announcement

# Director of Pardons and Parole Programs

This position is posted in compliance with Alabama Code §16-22-15.  
It is the intent to place a current ACCS System Office employee in this position.

**POST:** November 12, 2021

**Application Deadline:** Search will continue until 3:00 PM on November 26, 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 Institutional Site, Alabama Therapeutic Facility (ATEF), Donaldson Correctional Facility, Bibb Correctional Facility, and Thomasville Regional Day 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:** Master's degree from a regionally accredited college or university, seven (7) years of administrative experience with outstanding leadership, managerial, and communication skills in a related field, demonstrate understanding of the Alabama Penal System, knowledge of issues affecting individuals on probation and parole is required.

**Summary:** The Director of Pardons & Paroles Program is responsible for providing guidance and technical assistance to Ingram State Technical College programs that focus on serving individuals on probation or parole. Listed below are the primary responsibilities for the position; however, other professional duties may be assigned by the Dean of Instruction and/or President to meet the College's needs.

### Essential Functions:

- Provide leadership and guidance in the development, implementation, and review of policies and procedures in areas of assigned responsibilities,
- Provide technical assistance to Day Reporting Centers,
- Serve as a contact for student complaints related to Day Reporting Centers,
- Maintain a close working relationship with System colleges and external agencies and organizations, including the Alabama Department of Corrections, Alabama Board of Pardons and Paroles, Alabama Department of Youth Services and Sheriff's Association,
- Monitor the enrollment, retention, and completion in Day Reporting Center programs and track employment of program students,
- Work closely with the Workforce Development Coordinator to assist Day Reporting Centers in identifying appropriate program offerings and employment opportunities,
- Work with Board of Pardons and Paroles to ensure a successful partnership with the Day Reporting Centers, Day Reporting Center Lites, and county field offices,
- Monitor and interpret data related to Day Reporting Centers,
- Understanding and committing to the philosophy and mission of a community and technical college,
- Sensitivity and commitment to cultural diversity,
- Serves on committees as assigned,

- Complete other duties as assigned,
- 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 JF Ingram State Technical College,
- Complies with Department of Corrections guidelines, procedures, and policies and,
- Maintain the highest degree of professionalism at all times.

**OTHER JOB DUTIES & RESPONSIBILITIES:**

- Excellent written and verbal communication skills,
- Ability to make independent judgments, solve problems, provide leadership and work with a diverse group of people,
- Excellent organizational skills, attentiveness to detail, and the ability to prioritize multiple tasks,
- Willing to be flexible with work schedule as workload dictates
- Understand and maintain confidentiality and professional integrity,
- Demonstrate reliability and punctuality.

**Salary Range: Salary will be determined by placement on the appropriate Alabama Community College System-approved salary schedule. C2**

**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 before 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. A separate application packet must be submitted for each position being applied for. Questions can be sent by email to Andrea Richardson, Coordinator of Human Resources at [andrea.richardson@istc.edu](mailto: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 experiences.
- Transcripts for all college coursework taken. Unofficial transcripts will be acceptable for review by the selection committee. However, before any offer of employment, the College must receive official transcripts.

**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 prior to the awarding.***