



Position Announcement

Special Education Services Data Technician

POST: March 2, 2022

Application Deadline: Search will continue until 3:00 PM on March 15, 2022.

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 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: High School Diploma or GED; proficient in Microsoft Access and other Microsoft Office software; two (2) years of related experience is **required**. Associate's degree from a regionally accredited college or university related to office management; knowledge of state, federal, State Board of Education and institutional education policies and procedures is **preferred**.

Summary: The Special Education Services Data Technician is a full-time position that reports to the Special Education Services Director.

This position will observe the process, maintain, and disseminate information regarding student identification, student verification, and student records in accordance with applicable federal, state, and local laws and requirements, as well as in compliance within Alabama Community College System (ACCS) Board of Trustees, and JF Ingram State Technical College policies and procedures. Listed below are the primary responsibilities for the position; however, other professional duties may be assigned by the Dean of Instruction to meet the College's needs.

Essential Functions:

- Identifies and verifies new inmates qualifying for the Special Education Services program,
- Processes the list of all incoming inmates 21 and under,
- Verifies with State Department of Education Technology Service Child Count disk all previous Special Education students,
- Processes the Special Education Questionnaire, ensuring that all required information is included,
- Obtains from the Department of Corrections Screen Beta II, Wrat, EOS date, location, and MMPI,
- Prepares initial folders on each Special Education student according to the Special Education Service process,
- Enters and maintains information on the special education student database daily and prepares reports as necessary. Ensures all Ingram students are designated and the Assigned to and Date Assigned fields are complete when a caseload manager is assigned,
- Maintains Child Count and ADM database of special education students to endure accurate funding of the Special Education Services program,
- Maintains student files daily,
- Processes daily intake worksheets (at Tutwiler- Mondays),
- Assigns student folders to caseload managers,
- Sends communication of all verified special education students to appropriate Doc Specialists at designated institutions,

- Provides support to the Director of Special Education Services in developing an improved understanding for Special Education Services staff members,
- Types of necessary letters, forms, or documents as directed by the Director of Special Education Services,
- Requests records on Special Education verified “yes” students,
- Calls parents of students when requested by IEP team or psychometric,
- Maintains Special Education Services Tracking Log,
- Prepares Annual Average Daily membership (ADM), Child Count Reports and Annual Data Report for Directors and Presidents signatures,
- Completes required paperwork in an accurate and timely manner,
- Organizes and completes special projects and performs other duties and responsibilities assigned by the Special Education Services Director and Coordinator.
- Attends mandatory monthly staff meetings and any other meetings called by the Special Education Services Director and/or Coordinator,
- 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.

JOB REQUIREMENTS: To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Individuals with disabilities may have reasonable accommodations made to perform the essential functions.

KNOWLEDGE, SKILL, AND ABILITIES:

- Excellent written and verbal communication skills.
- Ability to make independent judgments, solve problems, provide leadership and work with diverse people.
- Excellent organization skills, being attentive to detail and having 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. E4 05 (\$31,698 - \$46,854)

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, 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-MAILED 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.