

JACKSON COUNTY BOARD OF EDUCATION

P.O. BOX 490
SCOTTSBORO, AL 35768
PHONE (256) 259-9500

Anticipated COUNTY-WIDE SPECIAL EDUCATION SERVICES AIDE
(see job description below)

Minimum Qualifications: Associate Degree or two years study at an institution of higher learning
Must meet ALSDE Highly Qualified requirements

Experience: Working with students with disabilities preferred

Salary: As per the Jackson County Board of Education Salary Schedule

Contract Term: 9 Months

Immediate Supervisor: Principal

Secondary Supervisor: Special Education Supervisor

Beginning Posting date: FEBRUARY 27, 2018

Ending Posting date: MARCH 6, 2018

Essential Functions:

1. Work with teacher to perform specific tasks such as: collecting and correlating instructional materials, monitoring practice exercises in a specific skill, supervision of independent study, clarification of instruction for individual students, listening and recording oral reading, assisting students with their personal needs (hygiene, feeding, mobility, catheterization, etc.).
2. Assist with field trips and other similar experiences.
3. Assist in overall supervision, control, and management of students in the classroom, lunchroom, halls, gym, or other school-related functions.
4. Notify school at least 24 hours in advance of anticipated personal leave.
5. Notify school as soon as possible of needed sick leave.
6. Responsible for getting a substitute when absent unless other arrangements have been made with the principal.
7. Attend IEP meetings as necessary.
8. Maintain confidentiality of all special education records.
9. Any and other essential functions assigned by the Superintendent or his/her designee.

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Anticipated Transportation Shop Assistant

(see job description below)

- Minimum Qualification:**
1. High School graduate.
 2. Valid Alabama Driver License, CDL, and Alabama School Bus Certificate.
 3. Participate in pre-service and in-service bus driver training program.
 4. Must meet and maintain standards required by county vehicle insurance policy.
 5. Maintain current certification in CPR.
 6. Good physical and emotional health, including ability to lift and restrain students of various age levels and size.
 7. Good public relation skills.
 8. Self-motivation.
 9. Such alternative to the above, including health requirements, as the Board may find appropriate.

Contract Term: 12 Months

Immediate Supervisor: Transportation/Maintenance Supervisor

Salary: As per the Jackson County Board of Education Salary Schedule

Beginning Posting date: February 27, 2018

Ending Posting date: March 6, 2018

Performance Responsibilities:

- A. Bus Driver/Aide Duties
 1. Obey all traffic laws.
 2. Observe all mandatory safety regulations for school buses.
 3. Maintain discipline while students are on the bus.
 4. Report undisciplined student to the proper authority.
 5. Perform pre-trip and post-trop inspections.
 6. Notify the proper authority in case of mechanical failure or tardiness.
 7. Discharge students only at authorized stops.
 8. Operate two-way radios as per appropriate procedures.
 9. Transport only authorized students.
 10. Report all accidents and complete required reports.
 11. Enforce regulations against smoking and eating on the bus.
 12. Complete required training programs satisfactorily.
 13. Knowledge operation of wheel chair lift and locking equipment.
- B. Custodian Duties:
 1. Perform grounds keeping duties to maintain grounds in a safe and attractive condition including but not limited to the following: tree trimming, rubbish collecting, grass cutting using a tractor/bush hog, weed eater and lawn mower.
 2. Scrub, hose down, disinfect toilet floor areas as needed, and clean all sanitary fixtures and drinking fountains as needed. Replenish toiletries as needed.
 3. Empty all office/shop waste and trash cans as needed.
 4. Sweep, mop, or vacuum offices as needed.
 5. Keep floors in clean, attractive condition and good state of preservation.

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C. General Office:

1. Data entry, filing, and answering telephones.
2. Light office duties as required on an as need basis.

OTHER RESPONSIBILITIES

1. Assume responsibility for acting as a representative of the Jackson County Board of Education in the solution of problems.
2. Assume responsibility to perform any work which is assigned by the Superintendent of Schools and/or his representative, including the immediate supervisor.

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**50% Special Education Services Teacher
50% County-wide Special Education Services Aide
At Paint Rock Valley**

50% SPECIAL EDUCATION TEACHER/50% COUNTY-WIDE SPECIAL SERVICES AIDE AT PAINT ROCK VALLEY HIGH SCHOOL (see job description below)

MINIMUM QUALIFICATIONS: Bachelor's Degree with Special Education Certification

SALARY SCHEDULE: Teacher Salary Schedule, based on certificate and experience

CONTRACT TERM: 9 MONTHS

IMMEDIATE SUPERVISOR: PRINCIPAL

SECONDARY SUPERVISOR: SPECIAL EDUCATION SUPERVISOR

All applications should be submitted online through the Teach in Alabama website.

Beginning Posting date: FEBRUARY 27, 2018

Ending Posting date: MARCH 6, 2018

TEACHER Essential Functions:

1. Complete first of year enrollment forms and class schedules and submit copies to the Special Education Services Secretary by designated date.
2. Review each student's IEP to insure all forms are complete and become familiar with goals and objectives to develop daily lesson plans.
3. Keep fair sample of student's work in folders.
4. Turn in weekly lesson plans to the principal. Send copies to the Special Education Supervisor upon request.
5. Attend MEDC meetings to determine eligibility on students.
6. Complete end of year evaluations on special education students and develop an IEP for the upcoming year.
7. Conduct end of year IEP meetings on special education students and invite the parents to attend for additional input. Use the "Request to Attend IEP Meeting" form and attach to the IEP. Make sure a LEA representative is present for all IEP meetings. If one is not present, it is not an IEP meeting.

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8. Deliver a copy of the IEP and request form to the central office by designated date.
9. Review and update IEP's throughout the year.
10. Maintain an attendance record of special education students and those who receive inclusive services.
11. Monitor students who receive inclusive services and work with regular teachers in making appropriate modifications.
12. Teach the students on their level. Special Education is not everyone in the same book on the same page. That is why the students had problems in the regular class.
13. Design skills or tasks that include pre-vocational and/or vocational training.
14. Collaborate with regular teachers, Occupational Therapists, Physical Therapist, etc. when necessary.
15. Attend system-wide in-service training programs and Special Education meetings.
16. Deliver the school's special education file on all students who transfer or drop out of school to the Special Education Services Secretary.
17. Maintain confidentiality of all special education records
18. Any and other essential functions as assigned by the Superintendent or his/her designee.

Special Education Services Aide

(see job description below)

SPECIAL EDUCATION SERVICES AIDE Essential Functions:

1. Work with teacher to perform specific tasks such as: collecting and correlating instructional materials, monitoring practice exercises in a specific skill, supervision of independent study, clarification of instruction for individual students, listening and recording oral reading, assisting students with their personal needs (hygiene, feeding, mobility, catheterization, etc.).
2. Assist with field trips and other similar experiences.
3. Assist in overall supervision, control, and management of students in the classroom, lunchroom, halls, gym, or other school-related functions.
4. Notify school at least 24 hours in advance of anticipated personal leave.
5. Notify school as soon as possible of needed sick leave.
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7. Attend IEP meetings as necessary.
8. Maintain confidentiality of all special education records.

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**ANTICIPATED SPECIAL EDUCATION SERVICES TEACHER/ELEMENTARY
TEACHER**
Woodville

**ANTICIPATED SPECIAL EDUCATION TEACHER/ELEMENTARY TEACHER AT
WOODVILLE HIGH SCHOOL (see job description below)**

MINIMUM QUALIFICATIONS: Bachelor's Degree with Special Education Certification

SALARY SCHEDULE: Teacher Salary Schedule, based on certificate and experience

CONTRACT TERM: 9 MONTHS

IMMEDIATE SUPERVISOR: PRINCIPAL

SECONDARY SUPERVISOR: SPECIAL EDUCATION SUPERVISOR

All applications should be submitted online through the Teach in Alabama website.

Beginning Posting date: FEBRUARY 27, 2018

Ending Posting date: MARCH 6, 2018

Essential Functions:

1. Complete first of year enrollment forms and class schedules and submit copies to the Special Education Services Secretary by designated date.
2. Review each student's IEP to insure all forms are complete and become familiar with goals and objectives to develop daily lesson plans.
3. Keep fair sample of student's work in folders.
4. Turn in weekly lesson plans to the principal. Send copies to the Special Education Supervisor upon request.
5. Attend MEDC meetings to determine eligibility on students.
6. Complete end of year evaluations on special education students and develop an IEP for the upcoming year.
7. Conduct end of year IEP meetings on special education students and invite the parents to attend for additional input. Use the "Request to Attend IEP Meeting" form and attach to the IEP. Make sure a LEA representative is present for all IEP meetings. If one is not present, it is not an IEP meeting.

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9. Review and update IEP's throughout the year.
10. Maintain an attendance record of special education students and those who receive inclusive services.
11. Monitor students who receive inclusive services and work with regular teachers in making appropriate modifications.
12. Teach the students on their level. Special Education is not everyone in the same book on the same page. That is why the students had problems in the regular class.
13. Design skills or tasks that include pre-vocational and/or vocational training.
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