

JOB ADVERTISEMENT

The Saraland Board of Education is accepting applications for the following certified position for the 2019-2020 school year:

Special Programs Assistant

All applicants should apply electronically. To obtain an electronic application, visit the Teach in Alabama website at www.alsde.edu/teachinAlabama, complete the State of Alabama electronic application, and attach it to the specific job number. All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education.

QUALIFICATIONS:

- Master's degree or higher in core academic subject
- Alabama certification in related field
- Five years' successful experience in public education
- Effective communication and appropriate interpersonal skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

- Embrace and promote the school system's mission, vision, beliefs, and goals
- Understand and assist in upholding and enforcing administrative regulations and Board policy
- Participate in the efficient and effective operation of the school system, including meetings, assigned duties, and committee responsibilities
- Abide by the standards established for conduct referenced in the *Alabama Educator Code of Ethics* which defines the professional behavior of educators in Alabama and serves as a guide to ethical conduct
- Accept no other employment which interferes with the efficient and effective discharge of duties and responsibilities
- Regular and punctual in attendance, follow correct procedure for recording daily attendance
- Complete a certification training course or shall have completed training in evidenced-based, dyslexia-specific intervention
- Facilitate implementation of evidenced-based, multisensory specialized reading, writing, and spelling instruction
- Screen students for characteristics of dyslexia
- Participate in the development of dyslexia-specific intervention plans for identified students
- Provide teachers and parents of identified students with goals of dyslexia-specific intervention plans
- Monitor implementation of dyslexia-specific intervention plans
- Provide professional development for dyslexia-specific instructional strategies, academic accommodations, and use of assistive technology
- Facilitate Section 504 meetings and participate in the development of Section 504 plans
- Monitor implementation of Section 504 plans
- Collaborate with district directors and school administrators to develop a framework and monitor district-wide RtI implementation
- Assist district directors and school administrators with administration of district- and state-mandated student assessments
- Assist district directors and school administrators with positive media relations by preparing media campaigns, writing news releases, speeches, and reports
- Assist district directors with implementation of National Board and EdTPA initiatives
- Perform other related duties as assigned by the Superintendent

TERMS OF EMPLOYMENT:

Ten (10) month contract or terms as approved by Board

EVALUATION:

Performance evaluated in accordance with Board policy

SALARY:

Board approved salary schedule

Advertisement: 06/22/19

Deadline to apply: until filled

The Saraland School System is an Equal Opportunity Employer.

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.