

ALABAMA INSTITUTE FOR DEAF AND BLIND



Established 1858

www.aidb.org

P. O. Box 698 • Talladega, Alabama 35161

POSITION AVAILABLE

Re-Advertised 2/10/2012

R-2429 Position ID #502800

Posting Date: November 21, 2011

POSITION: Regional Director, E.H. Gentry Regional Centers (Montgomery/Dothan).
Primary Location of Regional Director's main office to be determined.

POSITION REQUIREMENTS:

- Must possess a Master' degree in Deaf Education, Visual Impairments, Early Childhood Special Education, Rehabilitation or a related field.
- Must have at least one year previous experience in Educational Supervision and/or Administration or other related supervisory experience.
- Must have a work history experience that indicates excellent interpersonal skills and the ability to work with other AIDB departments, outside agencies, professionals and consumers to develop and implement expanded adult services,
- Must have work history experience that indicates ability to maintain effective communication with staff members related to the daily administration of program operation.
- Must have work history experience that indicates ability to maintain effective communication, oral and written, with the Office of Field Services and other local, state and national organizations / agencies.
- Must be able to travel between Montgomery/Dothan regional centers and other parts of the state as needed.
- Must be willing to work flexible hours.
- A sign language proficiency level of INTERMEDIATE according to the AIDB evaluations system is preferred. INTERMEDIATE must be obtained within the first thirty (30) months of employment.
- The successful applicant must submit to a criminal history background information check including, but not limited to FBI and ABI record repositories. Upon offer of employment the applicant must present a non-refundable fee of \$54.15 and appear for scheduled finger print appointment.

AIDB is sensitive to the needs of Blind or Visually Impaired and Deaf or Hard of Hearing and will make reasonable accommodations for qualified applicants and employees that do not impose undue hardship and are not essential functions of the job.

PERFORMANCE RESPONSIBILITIES:

- Supervise and coordinate the work of staff (clerical, professional, contract) and volunteers at Dothan and Montgomery Regional Centers.
- Work cooperatively with the principals and administrative staffs (ASB, ASD and HKS).

For More Information Contact:
Alabama Institute for Deaf and Blind
humanresources@aidb.state.al.us

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Coordinator Recruitment and Employment
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Director Human Resources
256-761-3311 Voice/TDD

AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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- Responsible for supervising Early Intervention (EI) personnel and directing services provided through the Early Intervention Program.
- Submit required EI Provider Appraisal Review materials to EI as requested. Attend Technical Assistance meetings and serve on EI committees and subcommittees as requested by the Director of Field Services.
- Prepare and submit all monthly, quarterly and annual reports to the Director of Field Services, other AIDB departments, and early intervention as needed.
- Review and approve all Regional Center purchase requisitions, warehouse requisitions, travel requests/reimbursements and work orders.
- Review and supervise all personnel and payroll matters for Regional Center personnel.
- Actively seek ways to educate through effective communication and positive Public Relations to better serve individuals who are blind, deaf and deaf-blind in the community.
- Work cooperatively with community agencies and their representatives for the total benefit of the Regional Center consumers. Participate in the deaf, blind and deaf-blind community and state consumer groups as well as any community activities which directly affect these consumer groups.
- Recruit community business and professional representatives to serve on the Regional Center Advisory Committee to promote public awareness of the services provided by the Center.
- Work under the supervision of the Director of Field Services.

SALARY: \$44,911 - \$79,177 Scale A1 Rank 04

Direct deposit is required.

This is an exempt position, and is not subject to overtime or compensatory provisions of the Fair Labor Standards Act.

DEADLINE FOR APPLICATION: OPEN UNTIL FILLED

This position is funded by a grant award, funded by revenue generated, necessary for compliance or provides direct service delivery.