

# ALABAMA INSTITUTE FOR DEAF AND BLIND



*Established 1858*

[www.aidb.org](http://www.aidb.org)

P. O. Box 698 • Talladega, Alabama 35161

POSITION AVAILABLE

**R-2489** Position ID #**300402**

Posting Date: **February 3, 2012**

**POSITION TITLE:** Third Shift Dorm Supervisor (Temporary Position – through May 31, 2012)  
Helen Keller School of Alabama

## **POSITION REQUIREMENTS:**

- Must hold a Bachelors degree in education or Human services field.
- Must have at least 3-5 years of successful work experience in program and employee supervision.
- Must have at least 2 years successful experience working with children with multiple disabilities in education or rehabilitation.
- Must hold and maintain a valid Alabama Driver's License and be willing to obtain a valid Alabama CDL and School Bus Driver's license within the first nine (9) months of employment. Must be able to be insured by the AIDB insurance carrier.
- Must complete CPR/First Aide and Behavior Management Classes (CPI) within the first twelve (12) months of employment. Must maintain certification for CPR and CPI after initial certification
- Must demonstrate knowledge of behavior management principles.
- Must be able to work a flexible schedule which would include late night and early morning supervision according to programmatic needs.
- A sign language level of **SURVIVAL PLUS** must be attained within first twelve (12) months of employment and **INTERMEDIATE PLUS** must be attained within 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 fingerprinting 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:**

- Perform nightly dorm visits at alternating time intervals.
- Establish and demonstrate supportive communication with 3<sup>rd</sup> shift employees.
- Conduct regular staff meeting with 3<sup>rd</sup> shift employees.
- Supervise and assist with closed weekend bus transportation.
- Conduct all required drills according to AIDB Policy and HKS Guidelines, including fire drill, tornado drill, intruder drill, and emergency evacuation drill for 3<sup>rd</sup> shift staff.
- Assign and reassigning staff among residences as dictated by substitute and emergency needs.

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***For More Information Contact:***  
***Alabama Institute for Deaf and Blind***  
***[humanresources@aidb.state.al.us](mailto:humanresources@aidb.state.al.us)***

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***Marsha G. Martin***  
***Director Human Resources***  
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**AIDB IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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- Work an on-call schedule, as assigned.
- Conduct annual inventory of dormitory furnishings and equipment and monitor care of buildings.
- Insure work orders are reported in a timely fashion and follow up on documented needs.
- Attend meetings as called or scheduled by the Residential Director.
- Call in substitutes after clerical office hours and on weekends for 3<sup>rd</sup> shift staff.
- Evaluate the work of residential staff according to AIDB Policy. Confer with staff regularly regarding performance.
- Insure daily supervision of students by monitoring scanning data.
- Continue professional development throughout tenure.
- Remain current on student behavior plans and monitor implementation of the plans.
- Work cooperatively with others.
- Communicate effectively with parents and stakeholders of the Residential program.
- Function as integral part of the Helen Keller School and AIDB administrative teams.
- Other duties as assigned by the Principal and Residential Director.

**SALARY:**                    \$168.70 Daily                    Scale D1 Rank 50

                                  \$178.95 Daily                    Scale D1 Rank 52  
(187 Day Schedule)

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:** February 17, 2012

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