*P. O. Box 698*  *Talladega, Alabama 35161*

# POSITION AVAILABLE



#### R-6064 Position ID #1176702575011

**Posting Date: September 2, 2020**

**AIDB is sensitive to the needs of individuals who are Blind or Visually Impaired and/or Deaf or Hard of Hearing and for qualified applicants and employees will make reasonable accommodations.**

**POSITION:   Human Resources Director**

**Human Resources**

**ABOUT ALABAMA INSTITUTE FOR DEAF AND BLIND**

The Alabama Institute for Deaf and Blind (AIDB) is the world’s most comprehensive education, rehabilitation and service program serving individuals of all ages who are deaf, blind, deafblind and multi-disabled and their families. Founded in 1858, AIDB serves more than 26,000 infants, toddlers, children, adults and seniors with hearing and vision loss throughout Alabama each year.

Our services literally span a lifetime including five campuses in Talladega, eight regional centers located in Birmingham, Dothan, Huntsville, Mobile, Montgomery, Talladega, Tuscaloosa and Tuscumbia with programs that range from early and senior intervention, traditional and nontraditional education services in residential and outreach settings and a manufacturing facility that is the state’s largest employer of adults who are blind and deaf.

**ABOUT OUR LOCATION**

The Alabama Institute for Deaf and Blind is located just minutes away from the Talladega Speedway, Highway 280 and from shopping and dining in neighboring cities such as; Oxford, Anniston, Trussville, Irondale, Pelham, Leeds, Alabaster, Chelsea, Sylacauga, Hoover, and Westover.

**ABOUT THE ROLE**

Our employees are among the organizations’ most valuable assets and resources. We share compassion for leveling the playing field for all. Our Mission makes AIDB a unique place to work and Human Resources is where it all begins!

The Human Resources Director (HRD) role is responsible for providing exceptional internal and external customer support while orchestrating the development of high functioning process improvement plans that requires strategic, “out-of-the box” thinking. The HRD role is critical in the implementation and maintenance of all areas of Human Resources to include talent/performance management processes, training to successfully execute our people initiatives, plans and directs programs for recruitment, equal employment opportunity, selection and assignment of qualified personnel, new employee orientation, performance appraisal, staff development, personnel records, benefits administration, employee assistance services, compensation and personnel services. This role is also the key facilitator in organizational development and change management initiatives.

**ABOUT YOU**

You will play a vital role to ensure that AIDB’s culture of inclusion is reinforced and that our employees feel connected, recognized and proud to be a part of our organization. You will display a positive, approachable and professional demeanor. Working independently, as well as with a team, the HRD will provide accurate and timely HR information to the President of AIDB , Board of Trustees, and business partners to ensure priorities are aligned with business objectives, work cultures, legal requirements and HR programs/policies.

**BASIC QUALIFICATIONS**

* Bachelor’s Degree in Human Resources, Organizational Development, or related field from an accredited college or university with a minimum of ten (10) years of human resources management experience with a strong emphasis in performance/talent management for large or mid-size organizations.

**Or**

Master’s Degree in Human Resources, Organizational Development, or related field from an accredited college or university with a minimum seven (7) years of human resources management experience with a strong emphasis in performance/talent management for large or mid-size organizations.

* Must exhibit exceptional oral and written communication skills, including experience with public speaking and presentations.
* Experience in creating and maintaining a center of excellence to include: facilitation, coaching, change management, and workforce development.
* Experience in creating a learning strategy that promotes an inclusive and diverse workforce community that includes live and virtual training platforms.
* Project management experience in leading and effectively delivering results on large scale projects.
* Possess advanced skills in MS Office Suite (Excel, PowerPoint, Word, etc.).
* A willingness to learn and understand methodologies used to educate individuals who are deaf, blind, visually impaired and hard of hearing.

**PREFERRED QUALIFICATIONS**

* Juris Doctorate Degree
* Hold a Professional Human Resources certification (PHR and/or SHRM-CP).
* Three (3) years of experience with Students First Act (SFA) (Act 2011-270).

**POSITION REQUIREMENTS**

* Must possess a Professional Human Resources certification (PHR and/or SHRM-CP) within 30 months of employment and maintain throughout tenure.
* May be required to travel 35% annually (some occasions overnight).
* May be required to obtain a valid driver’s license and provide current auto insurance policy.
* A sign language proficiency level of **INTERMEDIATE** according to the AIDB evaluation system must be obtained within the first thirty (30) months of employment.
* Upon offer of employment, the ABI/FBI record check must be completed based on the Alabama Child Protection Act of 1999 pursuant to Act 2002-457. A non-refundable fee of $48.15 is required at the scheduled appointment.

**SALARY: $66,764 - $113,457 Scale A1 Rank 03 (260 days)**

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

**Deadline for Application: September 30, 2020**

***Apply at*** [***www.aidb.org***](http://www.aidb.org)