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

# POSITION AVAILABLE



#### R- 4019 Reference# 116329552

### Posting Date: January 4, 2019

**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 TITLE: Coordinator – Structured Discovery Program**

**Office of Field Services, Birmingham Regional Center**

**REPORTS TO: AIDB Birmingham Regional Center Director and Director of Field Services.**

**POSITION REQUIREMENTS:**

* **Minimum of a Bachelor’s degree in Education, Rehabilitation Counseling, Rehabilitation Teaching, Social Work or a closely related field.**
* **Minimum of three-years experience providing services to those who are blind/low vision.**
* **Demonstrated knowledge of the Structured Discovery philosophy illustrating the means to supervise, evaluate and coordinate the Structured Discovery Program.**
* **Proven comprehension of Orientation and Mobility; Assistive Technology; Braille Instruction; Social Work; Vision Rehabilitation Therapy; Rehabilitation Teaching; Job Coaching and Independent Living skills to fully implement a successful Structured Discovery Program.**
* **Knowledge of federal statutes and laws concerning rehabilitation, workforce development, educational administration and programming, particularly regarding individuals with sensory loss.**
* **Ability to establish and maintain effective working relationships with staff; consumers and their families; program graduates; advisory groups; and agencies such as the Alabama Department of Rehabilitation Services along with peer Structured Discovery Programs.**
* **Demonstrated maturity, self-motivation, and the ability to exercise sound judgment.**
* **Must display excellent people skills and ability to work on multiple teams.**
* **Must illustrate outstanding oral, written, and interpersonal communication skills.**
* **Must either possess or develop an understanding of cultures and needs of persons who are deaf, hard of hearing, blind, low vision or deafblind, ensuring all actions and decisions demonstrate a respect for and value of persons with sensory loss.**
* **Must demonstrate competency in BRAILLE by scoring 90% on the AIDB Braille Skills Assessment within the first twelve (12) 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 $46.90 is required at the scheduled appointment. Suitable criteria must be confirmed by the Alabama State Department of Education prior to beginning to work.**

**PERFORMANCE RESPONSIBILITIES:**

* **Coordinate, supervise and evaluate the Structured Discovery Program, consistently demonstrating professionalism to serve as a role-model to peers and participants.**
* **Provide leadership in the development and implementation of Structured Discovery curricula.**
* **Recruit potential Structured Discovery Program participants in Alabama and nationwide.**
* **Maintain positive relationships and work collaboratively with internal AIDB Departments and Campuses/Regional Centers and external organizations comprised of/for the blind, low vision and deafblind.**
* **Work collaboratively with the Alabama Department of Rehabilitation Services to ensure that the Structured Discovery Program - and by association, the AIDB Birmingham Regional Center - is responsive to the changing needs of consumers and employment markets.**
* **Coordinate planning for personnel needs and cross-training for daily operation of the Structured Discovery Program in tandem with the AIDB Birmingham Regional Center Director.**
* **Participate in the Strategic Planning process as it relates to Structured Discovery to provide a continuum of services that align with AIDB’s efforts to design innovative instructional programs to meet the unique and changing education and rehabilitation needs of students, clients, consumers and families.**
* **Actively seek ways to educate through effective marketing and positive public relations to enhance and expand the Structured Discovery Program.**
* **Participate in state and national meetings, workshops, presentations, conferences and consumer groups as assigned, documenting and sharing information learned.**
* **Take an active role in planning, initiating and reviewing student programs for continuous improvement, resulting in successful participant outcomes.**
* **Supervise classroom management to ensure appropriate behavior and an environment conducive to learning, documenting behavior incidents as necessary.**
* **Become familiar with and be able to use the Gentry Referral Information Net (GRIN).**
* **Complete monthly consumer and payroll reports.**
* **Perform other duties as assigned.**

**SALARY: $46,698 - $62,295 Scale PI Rank 52**

**(260 Days) Monthly Payroll**

**Direct deposit is required.**

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

**DEADLINE FOR APPLICATION: January 18, 2019**

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

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