ANNOUNCEMENT OF INTENT TO FILL A POSITION

AN EQUAL OPPORTUNITY EMPLOYER

Approved for External Consideration

POSITION TITLE: Retired State Employee

POSITION CODE: 11903-003

SALARY RANGE: Hourly Rate – All Post Retirement Rules Apply

POSITION LOCATION: Evaluation, Accountability and Support, Federal Programs
Gordon Persons Building, Montgomery

OPEN DATE: June 9, 2021
CLOSE DATE: June 23, 2021, close of business

The Federal Programs Section of the Alabama State Department of Education (ALSDE), Montgomery, intends to fill three (3) Retired State Employee positions. The responsibilities are:

- Ensure that applications, formal reports, and other pertinent documents are accurately reviewed and approved within designated timelines so that all federal and state guidelines are met.
- Serve as a liaison between the ALSDE and LEAs by collaborating with LEAs for the purpose of assessing supports and reviewing grant applications for the ESSER, GEER, and EANS Grant Programs.
- Provide information to LEAs about updated guidance from the U.S. Department of Education to ensure compliance with federal regulations.
- Plan, coordinate, attend, and/or conduct workshops and meetings so that guidance and information is accurate and comprehensive.
- Assist the LEAs with developing a process for conducting a needs assessment, developing and implementing a plan of action, and monitoring for effectiveness.
- Analyze LEA plans for trends and patterns and interpret data for reporting purposes.
• Demonstrate professional and collaborative behaviors that support the mission and goals of the department so that the achievement of section responsibilities are timely.
• Perform other duties as assigned by the ALSDE Director of Federal Programs.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Education:  Master’s Degree required

Experience:  Minimum five years teaching experience required.  Experience in the area of working with federal programs experience preferred.

Other Skills:  Knowledge of technology support applications as related to specific job functions (e.g., word processing, spreadsheets, email, etc.)
Effective skills in oral and written communications
Ability to plan, organize, and prioritize
Ability to develop and maintain collaborative relationships with school personnel, students, parents, and community agencies
Knowledge of various community agencies serving the homeless population
Strong motivation skills
Organizational and data management skills required
Ability to use problem-solving skills to generate solutions
Must be team-oriented and flexible
Ability to deliver presentations to professional audiences
Ability to travel overnight

HOW TO APPLY

Step 1:
Applicants must complete the state required online application process for this position or currently be on the register then submit a résumé, reference list, and/or cover letter to the contact person listed below.  The required online Application for Examination Form is available at:  www.personnel.alabama.gov.  If you have questions concerning the online process call the State Personnel Department at 334-242-3389.

Step 2:
Send résumé as an attachment to Mrs. Arlanda Perkins at aperkins@alsde.edu by close of business on