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 four (4) Retired State Employee positions. The responsibilities are:

- Collaborate with school personnel, parents, community agencies, and/or students to promote optimal learning outcomes for all homeless students.
- Serve as a liaison between the ALSDE and LEAs by meeting with LEAs for the purpose of assessing supports needed for homeless students to receive and/or benefit from instructional support.
- Provide information about the services of state, community agencies, and resources to homeless families.
- Make referrals to community agencies as necessary.
- Assist with the day-to-day case management and tracking of students identified as homeless.
- Work with school staff on the identification, enrollment, and transportation requests and support the overall needs of students in transition.
- Provide information to school staff regarding the McKinney-Vento Act and all policies and procedures related to homeless students.
• Work with instructional staff to provide tutoring and academic enrichment activities for students affected by homelessness.
• Work in collaboration with the ALSDE Homeless Education Coordinator for Children and Youth.
• 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 afterschool programs and/or 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 June 22, 2021.