## ANNOUNCEMENT OF INTENT TO FILL A POSITION
### AN EQUAL OPPORTUNITY EMPLOYER

**Approved for Internal and External Consideration**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Education Specialist I</th>
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<tbody>
<tr>
<td>Position Code:</td>
<td>30122</td>
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<tr>
<td>Salary Range:</td>
<td>$45,532.80 - $84,350.40</td>
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<tr>
<td>Position Location:</td>
<td>Alabama Math Science Technology Initiative (AMSTI) Section Montgomery, Alabama</td>
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<tr>
<td>Open Date:</td>
<td>May 29, 2020, 2020</td>
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<tr>
<td>Close Date:</td>
<td>June 12, 2020 COB</td>
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The Alabama Math Science Technology Initiative (AMSTI) Section of the Alabama State Department of Education (ALSDE), Montgomery, intends to fill one (1) Education Specialist I position to assist AMSTI with the implementation of digital literacy and computer science.

Duties will include, but not limited to the following.

- Provides oversight and technical assistance to AMSTI
- Plans, organizes, and implements AMSTI Training Sessions for digital literacy and computer science
- Organizes and develops professional development activities for AMSTI digital literacy and computer science.
- Serves as a liaison to assigned AMSTI sites and schools
- Completes SDE correspondence, reports, proposals, and administrative documents, etc.
- Provides specialized training to AMSTI site staff and other entities
- Develops, maintains, and troubleshoots the AMSTI website
- Develops, maintains, and troubleshoots the AMSTI G Suite for Education resources
- Researches, conducts trials, and implements best practices in the integration of educational technology throughout AMSTI trainings and professional learning sessions
- Serves as a liaison between AMSTI and other ALSDE sections and programs in digital literacy and computer science

### MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Master's Degree from a regionally accredited college or university in an approved subject matter or education specialty area.
- Minimum of five years teaching experience required in digital literacy and computer science.
- Knowledge of AMSTI program is highly preferred.

### Other Skills:

- Strong motivation skills
- Excellent verbal and written communication skills
- Ability to develop and oversee budgets and contracts
Strong computer skills, including the ability to develop and utilize spreadsheets and databases, to manage web pages, and to work fluently in G Suite

Excellent people/relationship building 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

HOW TO APPLY:

Step 1:
Applicants must complete the state required online application process for this position prior to submitting a résumé, reference list, and/or cover letter to the contact person listed below. To apply online complete the Application for Examination Form available at: www.personnel.alabama.gov. Call the State Personnel Department at 334-242-3389 for questions concerning the online process.

Step 2:
Send résumé by email as an attachment to Mrs. Karen Dennis at kdennis@alsde.edu or contact her at 334-694-4692.