STATE OF ALABAMA
DEPARTMENT OF EDUCATION

ANNOUNCEMENT OF INTENT TO FILL A POSITION
AN EQUAL OPPORTUNITY EMPLOYER
Approved for Internal and External Consideration

Position Title: Education Specialist I
Position Code: 30122
Salary Range: $45,532.80 - $84,350.40
Position Location: Alabama Reading Initiative
Gordon Persons Building, Montgomery
Open Date: August 27, 2020
Close Date: September 10, 2020 close of business

The Alabama Reading Initiative (ARI) of the Alabama State Department of Education (ALSDE) located in Montgomery is accepting applications for an Education Specialist I with an emphasis on technology. Duties will include, but are not limited to the following:

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- Develop partnerships and lead innovative projects regarding data collection, analysis, and use and technology to support K-3 literacy
- Collect, compile, and produce data reports in various formats
- Analyze state, regional, and LEA data to interpret trends and identify differentiated needs
- Make instructional recommendations to K-3 literacy support based on data from approved state early reading assessments
- Design and deliver professional learning in blended formats, face-to-face and technological formats utilizing software programs in order to increase efficiency in correspondence, communication, and meeting deadlines so that department and division/section goals are met as observed by the supervisor
- Draft/compose/edit documents (response letters, reports, memoranda, policies, procedures, regulations)
- Research curriculum and instruction issues pertaining to students in grades K-3 to develop professional learning modules and other resources
- Participate in the development of statewide training and support for ARI regional staff
- Coordinate details, logistics, physical arrangements for ALSDE training events and meetings
- Write correspondence to Local Education Agency (LEA) contacts, school principals, local literacy specialists, parents, and others
- Provide technical assistance to ARI state and regional staff
- Gather and analyze professional learning data to improve services and products
- Work cooperatively with other ALSDE sections to accomplish department objectives
Education and Experience:

- Master’s Degree from accredited four-year college or university with a degree in any major
- Alabama Professional Educator Certificate
- Minimum of five (5) years’ experience teaching literacy at K-3 level

Other Skills:

- Effective verbal and written communication skills
- Effective problem solver
- Effective leadership skills
- General knowledge of various state and local public, private, and nonprofit entities that collaborate with public education in Alabama.
- Strong motivational skills
- Strong organization and data management skills
- Ability to work on multiple assignments concurrently
- Excellent people/relationship-building skills
- Ability to use problem-solving skills to generate solutions
- Must be team-oriented with proven ability to work well with others and flexible
- Ability to create and deliver effective presentations to professional audiences
- Use Microsoft Office proficiently
- Ability to travel overnight

How to Apply:

Step 1:
Applicants **must** currently hold the position of Governmental Relations Manager or **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](http://www.personnel.alabama.gov). Call the State Personnel Department at 334-242-3389 for questions concerning the online process.

Step 2:
Send résumé or application for Examination to Dr. Tracye Strichik by email as an attachment to arl@alsde.edu contact number is 334-694-4632.