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 – Counseling &amp; Guidance</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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<td>POSITION LOCATION:</td>
<td>Career and Technical Education</td>
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<tr>
<td></td>
<td>Gordon Persons Building, Montgomery</td>
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<tr>
<td>OPEN DATE:</td>
<td>December 11, 2019</td>
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<tr>
<td>CLOSE DATE:</td>
<td>December 26, 2019</td>
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The Career and Technical Education/Workforce Development Section (Montgomery) of the Alabama State Department of Education (ALSDE) intends to fill up to two (2) Education Specialist I positions.

Duties will include, but will not be limited to the following:

- Execute the Counseling & Guidance strategic plan so that the section objectives are met, and their impact is measured as they are tied to school counseling program standards and CTE goals. Performs such work as developing and building business/industry/agency partnerships by attending and assisting with meetings, advisory boards, state agencies, and other venues to gain exposure and/or secure partnerships, resources, and/or funding for school counseling activities.

- Plan and coordinate professional development activities and development of resources that support Counseling & Guidance and CTE initiatives for local education agency (LEA) professional staff, teachers, CTE Administrators, and/or school counselors so that there is an improvement of the quality of school counseling programs offered in the state, the culture and climate of schools and communities, and the increased awareness of CTE.

- Serve as a content expert for school counseling by researching a variety of business, industry, and educational sources so that relevant and focused curricula and resources are provided which promote all aspects of the Alabama Counseling & Guidance State Plan.

- Promote and practice teamwork within ALSDE, Career and Technical Education (CTE), and Counseling and Guidance section so that work performed by the agency, division, and section are completed in a timely and efficient manner to include tasks and functions assigned, response to communication, monitoring, and providing technical assistance for assigned duties.

- Facilitate the annual program review process so that assigned school counseling programs receive a desk audit, on-site review, and provides technical assistance needed to prepare for review and clear citations and deficiencies (including documentation of technical assistance for all school counseling and guidance programs). Ensures that all documentation is completed and submitted within timelines established without cause for revision or correction.
• Provide support and technical assistance to LEAs in the areas of graduation requirements, dual enrollment, credit recovery, credit advancement, summer school, advanced placement, non-traditional high school diploma option, subject and personnel codes, and other applicable areas through collaborative efforts with other SDE sections.
• Utilize partnerships with postsecondary education to build program areas. Utilizes workforce data to market a career-focused curriculum to teachers, school counselors, administrators, and the business/industry community.
• Provide leadership and guidance in assisting LEAs in the development, revision, and review of appropriate and relevant course pathways for all students.
• Manage activities through time management skills, organizational skills, and utilization of technology to increase efficiency in corresponding, communicating, and meeting deadlines.
• Complete other projects and assignments as directed by the CTE Unit Administration.

Minimum Knowledge, Skills and Abilities Required:

Education and Experience:
• Master’s Degree required.
• Must hold a valid Professional Educator Certificate in school counseling or related field.
• Minimum of five (5) years of professional experience in teaching, education administration, or a related assignment.
• School- and district-level leadership experience required.
• Proven record of systemic change related to student learning

Other Skills:
• Possess strong self-motivational skills
• Be attentive to details
• Possess strong organizational skills
• Be team-oriented and flexible
• Effective use of verbal and written communication skills
• Ability to work efficiently and independently
• Effective use of problem-solving skills
• Ability to multi-task
• Ability to create and deliver effective 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 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:
Once application is submitted with Alabama Personnel Department then interested (qualified) applicants should submit a résumé, cover letter and reference list to Dr. Daniel Boyd at tiffani.colvin@alsde.edu by close of business on December 26, 2019.