



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

ANNOUNCEMENT OF INTENT TO FILL A POSITION
AN EQUAL OPPORTUNITY EMPLOYER

Approved for Internal and External Consideration

Position Title: Education Specialist I – Jobs for Alabama’s Graduates (JAG)
Position Code: 30122
Salary Range: \$44,640.00 - \$82,696.80
Position Location: Career and Technical Education/Workforce Development
 Montgomery, Alabama
Open Date: February 25, 2019
Close Date: March 11, 2019

The Career and Technical Education/Workforce Development Section of the Alabama State Department of Education in Montgomery, intends to employ one (1) Education Specialist I.

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

- Providing oversight and support to the JAG Model, strict accountability for the delivery of services and achievement of outcomes and a strong commitment to the Electronic National Data Management System (e-NDMS).
- Advocating for the JAG Program and enhancing its visibility by participating in public relations activities, attending meetings, speaking to various community groups, and communicating with stakeholders both verbally and written.
- Ensuring that the JAG mission is adhered to and model standards are met through site visits, classroom observations, discussion with school administrators and others, and advising, counseling, and directing Job Specialists.
- Enhancing the status and perception of the JAG program and resolving problems by developing and maintaining effective working relationships with school administrators and community leaders, and by serving as liaison between schools and the Alabama State Department of Education (ALSDE).
- Providing and conducting staff development and supporting quality of program models so that JAG Specialists are trained annually so that operations and program models are outcome based.
- Providing oversight and administrative support of the National Career Association as a student-led organization with active local chapters and a state level Career Association.
- Ensuring that all documentation and reporting requirements are met in a timely fashion by Job Specialists by monitoring outcomes, observing and overseeing processes and obtaining feedback.
- Utilizing the JAG National Curriculum Modules to develop personal, leadership and employability competencies that ensure personal and career success.
- Conducting State and District Career Development Conference which offers opportunities for general sessions, workshops and competitive events recognition, and networking; and Enhancement of the JAG Model program through the use of the National Career Association as a motivational tool.

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- Participating as a trainer in national seminars, as an accreditation reviewer for Jobs for America's Graduates in other states and performing other duties as assigned by the Alabama State Department of Education's Unit Administrator.
- Providing administrative support for Alabama JLDC, Alabama CTE Leadership Summit and Alabama's CTSOs in an effort to prepare all students to be successful in college and/or career upon graduation from high school, as well as other projects and assignments as directed by the CTE Unit Administrator.

Education:

- A minimum of Master's degree from an accredited college or university in the area of Education.

Experience:

- A minimum of five (5) years of professional experience in teaching, education administration, or a related assignment.
- Preference will be given to individuals who have experience working with JAG, at-risk students or counseling experience.

Other Skills:

- Effective verbal and written communication skills
- Strong organization and data management skills
- Effective problem solver
- Strong motivational 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
- Familiar with best practices, research-based strategies, materials, and curriculum and professional learning models
- 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:

Send résumé to Ms. Donna Hawthorne at dhawthorne@alsde.edu