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: Prevention and Support Services Section
Gordon Persons Building, Montgomery
OPEN DATE: July 29, 2020
CLOSE DATE: August 12, 2020, close of business

The Prevention and Support Services Section of the Alabama State Department of Education (ALSDE), Montgomery, intends to fill one (1) Education Specialist I position. This position will serve as the College and Career Readiness data owner.

Duties will include, but not limited to:

- Collaborate with other state agencies, community partners, and department staff to ensure that local education agencies (LEAs) educators are provided with information and technical assistance as related to learning support services in a timely manner.
- Communicate, orally and through written and electronically submitted materials, with individuals and groups to meet the needs of public-school personnel, students, parents, and community members relating to prevention and support services/opportunities, which is provided with minimal errors.
- Plan, coordinate, and/or conduct professional development opportunities to share current information on trends, policies, behavioral strategies, and data analysis techniques with staff/LEAs/others as it relates to Prevention and Support Services.
- Provide leadership and assist in the identification process based on research analysis of best practices related to increasing the graduation rate such as alternative learning, and programs/process/policies in the areas of suspensions, attendance, dropout prevention, and social and emotional learning.
- Manage the implementation of the College-and Career-Ready Application at the ALSDE, and provide technical assistance to other state agencies, departmental staff, LEAs, and school personnel with the statewide implementation of the College-and Career-Ready Application.
- Support needs and provides technical assistance to LEAs centered on but not limited to Cohort and Dropout Application, compliance monitoring, and Virtual Alabama School Safety System (VAS3).
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• Utilize office software programs, power school and other software services/programs as appropriate, such as SPSS, SAS, Tableau, and/or Microsoft Office products to increase efficiency in ascertaining and graphically depicting data to project outcomes and impact analyses for activities in Prevention and Support Services.

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 of teaching experience required.
• Knowledge of the College and Career Readiness portal and process.

Other Skills:
• Strong motivation skills
• Excellent verbal and written communication skills
• Strong computer skills, including the ability to develop and utilize spreadsheets and databases, to manage web pages.
• 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, reference list, and/or cover letter by email as an attachment to Mrs. Tolina Davis at tmdavis@alsde.edu, or mail it to 5227 Gordon Persons Building, P. O Box 302101, Montgomery, AL 36130-2101, or contact her at 334-694-4717.