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

Position Title: Education Administrator I – Workforce Development/Health Science
Position Code: 30123
Salary Range: $51,621.60 - $102,712.80
Position Location: Career and Technical Education/Workforce Development
Gordon Persons Building, Montgomery
Open Date: February 27, 2020
Close Date: March 12, 2020, COB

NOTE: This position is a repost. Interested applicants MUST resubmit to ALSDE.

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

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

- Supervise Health Science cluster staff including assigning tasks, supervising work, approving travel and itineraries, and evaluates work performance.
- Supervise work-based learning staff including assigning tasks, supervising work, approving travel and itineraries, and evaluating work performance. Supervises the expansion of apprenticeship programs.
- Represent the Alabama State Department of Education (ALSDE) and Career and Technical Education (CTE) with State and Regional Workforce Councils; builds public/private partnerships between industry, the ALSDE and local education agencies (LEAs).
- Provide technical assistance and program services to LEAs. Trains and mentors new CTE directors.
- Supervise the College and Career Readiness process.
- Coordinate activities with the Department of Commerce, the Alabama Industrial Development Training (AIDT) Center, and the Alabama Community College System (ACCS).
- Represents and advocates for CTE internally to ALSDE committees and groups.
- Gather, review, analyze, and report CTE data to internal and external stakeholders; uses data to assist in long-term planning for the statewide CTE program with a view to workforce development.
- Provide professional development to administrators on the Labor Market.
- Attend professional development conferences deemed necessary to the enhancement of CTE.
• Promote secondary CTE as a part of the statewide K-12 workforce development strategy.
• Supervise CTE credentialing.
• Supervise Health Science activities including HOSA conferences and programs.

**Education and Experience:**
• Master’s Degree required.
• Minimum of six (6) years teaching experience and/or education administration experience.
• Prior administration experience preferred.

**Other Skills:**
• Effective verbal and written communication skills
• Effective problem solver
• Strong organization and data management skills
• General knowledge of the Alabama Workforce Council and Regional Workforce Councils
• 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
• Use Microsoft Office proficiently
• 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](http://www.personnel.alabama.gov). Call the State Personnel Department at 334-242-3389 for questions concerning the online process.

**Step 2:**
Send résumé to Mrs. Tiffani Colvin by email as an attachment to tiffani.colvin@alsde.edu contact number is 334-694-4876.