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

POSITION TITLE: Education Specialist I – Family and Consumer Sciences Unit
POSITION CODE: 30122
SALARY RANGE: (7680) $45,532.80 - $84,350.40
POSITION LOCATION: Career and Technical Education/Workforce Development
Gordon Persons Building, Montgomery
OPEN DATE: July 29, 2020
CLOSE DATE: August 12, 2020

The Career and Technical Education Section (Montgomery) of the Alabama State Department of Education (ALSDE) is accepting applications for an Education Specialist I for the Family and Consumer Sciences Unit.

Duties will include, but not be limited to:

- Provides coordination and leadership for the Alabama FCCLA student organization in the Family and Consumer Sciences unit, coordinates unit communications with state officers and advisory council members, manages the leadership development of state officers. Provides leadership related to assigned career clusters, including course of study.
- Assist with the leadership related to assigned career clusters, including course of study.
- Assists with compliance and business industry or national program certification processes for CTE programs in the Human Services, Hospitality and Tourism and Education and Training cluster areas.
- Acquires professional growth and development through SDE sponsored workshops and related assigned tasks.
- Plans, coordinates, and implements the Alabama FCCLA State Leadership Conference annually.
- Provides technical assistance to LEAs. Coordinates the Future Teachers of America (FTA) Grant process. Manages the Education and Training Cluster area, assisting with the Hospitality and Tourism and Human Services cluster areas.
- Develops business partnerships.
- Assists with teacher professional development events (ex. ALACTE Summer Conference, MEGA, etc.) which requires travel.
- Researches equipment needs, technology needs, and other resources needed to keep programs current.
- Assists with coordination of student and teacher development events, which requires travel.
- Facilitates communication with CTE directors, teachers, and students.
• Develops and coordinates the Family and Consumer Sciences unit plan for recruitment and retention of new teachers and assists with the implementation of the CTE new teacher workshops.
• Perform additional duties as related to assigned responsibilities and essential functions.
• Overnight travel is required for this position.

**MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

**Education:** Master’s degree from a regionally accredited college or university in an education specialty area or an area of CTE.

**Experience:** Must have a minimum of five (5) years teaching experience, preference given to teaching content in Family and Consumer Sciences. The position will require extensive travel.

**The individual who fills this position must possess:**
- strong verbal, written, communication and technology skills
- excellent phone, email, and face-to-face communication skills
- attitude of professionalism and ability to work collaboratively with all stakeholders including SDE colleagues
- the ability to design and deliver professional development in face-to-face and technology-based formats
- an understanding of quality teaching and instructional leadership
- a current, valid Alabama license

**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 cover letter and resume’ to Dr. Jimmy Hull at tiffany.colvin@alsde.edu as soon as possible. Applicants must currently be reachable on the Education Specialist I register or hold the merit system classification of Education Specialist.