



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

Alabama  
State Board  
of Education

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

Governor Kay Ivey  
President

<b>POSITION TITLE:</b>	Education Administrator I
<b>POSITION CODE:</b>	30122
<b>SALARY RANGE:</b>	(\$52,653.60 - \$102,712.80)
<b>POSITION LOCATION:</b>	School Improvement
	Montgomery, Alabama
<b>OPEN DATE:</b>	August 7, 2020
<b>CLOSE DATE:</b>	August 21, 2020, close of business

Jackie Zeigler  
District I  
Vice President

Tracie West  
District II

The School Improvement Section of the Alabama State Department of Education (ALSDE), Montgomery, intends to fill up to three (3) Education Administrator I positions.

Stephanie Bell  
District III

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

Yvette M. Richardson, Ed.D.  
District IV  
President Pro Tem

- Provide assistance that is centered on best practices and current research for school improvement to districts and schools identified as low performing as evidenced by ESSA guidelines, the state report card, or feedback from supervisor.
- Supervise retired state employees as directed by the Regional Coordinator and work collectively with district and school staff to plan, coordinate, and implement prescriptive strategies to address student achievement issues and reduce the achievement gap.
- Develop and maintain a data collection system to gather information for School Improvement (SI) team members, which conveys the performance of CSI schools and communicates the school improvement efforts of the Department.
- Provide training and support to school district personnel and SI team members on various topics.
- Ensure that technical assistance visits and monitoring visits are conducted in local education agencies (LEAs) designated for federal SIG reviews so that LEAs are in compliance with federal and state guidelines in accordance with established criteria as evidenced by feedback and observation of supervisor.
- Complete reports and evaluations in an accurate and timely fashion and provide monthly feedback reports on the intervention strategies being implemented at all assigned schools.
- Demonstrate professional and collaborative behaviors that represent the ALSDE in a positive light and supports the goal and mission of the Office of School Improvement.
- Collaborate with the state data contact and regional support coordinator to provide relevant data for the CSI team and identified district/school leaders to facilitate effective instructional planning.

Tommie T. Stewart, Ph.D.  
District V

Cynthia McCarty, Ph.D.  
District VI

Jeff Newman  
District VII

Wayne Reynolds, Ed.D.  
District VIII

Eric G. Mackey, Ed.D.  
Secretary and  
Executive Officer

- Use time wisely to ensure that technical assistance visits and monitoring are conducted utilizing current Office of School Improvement protocol and meets the standards of state and federal guidelines.
- Perform additional duties as related to assigned responsibilities and essential functions.

### **Minimum Knowledge, Skills, and Abilities Required:**

#### **Education Experience:**

- Minimum of Master's Degree from a regionally accredited college or university in an approved subject matter or education specialty area.
- Minimum of six years of professional experience in teaching,
- Minimum of six years of professional experience in education administration, preferably in school improvement
- Supervise employees for an minimum of six years
- Knowledge and experience in training
- Computer related skills required - Microsoft Office

#### **Other Skills:**

- Possess strong organizational skills
- Possess strong motivational skills
- Be attentive to details
- Be team-oriented and flexible
- Use effective verbal and written communication skills
- Ability to work independently
- Use problem-solving skills

### **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 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 State Personnel Department at 334-242-3389 for questions concerning the online process.**

#### **Step 2:**

Send cover letter and résumé as attachments to Ms. Patricia Freeman at [pfreeman@alsde.edu](mailto:pfreeman@alsde.edu), contact number is 334-694-4905.