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

POSITION TITLE: Education Program Director (Section Head)
POSITION CODE: 30126
SALARY RANGE: $97,696.80 - $148,958.40
POSITION LOCATION: Special Education Services Section
Montgomery, Alabama
OPEN DATE: February 05, 2021
CLOSE DATE: February 19, 2021

The Special Education Section of the Alabama State Department of Education intends to hire one Education Program Director. This position administers all funds associated with special education programs and gifted education by providing technical assistance to Local Education Agencies (LEAs) and approving applications for funding and monitoring for compliance to federal and state statutes and regulations.

Duties will include, but not be limited to, the following:
Responsible for managing the Special Education Section which includes, but not limited to, providing leadership, coordination, and oversight of budgets, contracts, monitoring, and reporting as required by the United States Department of Education (USDOE). This position should have working knowledge of all the special education statutes, regulations, and guidance.

• Provide leadership to LEAs and department staff in developing budgets and funding applications. The budgeting and funding applications will be developed through the Electronic Grant Application Process (eGAP). The Director should make sure all statutes and regulations are followed for the development and approval process of applications.
• Knowledgeable of the contract development process ensuring that all departmental and state rules are followed.
• Provide leadership in the development of monitoring process for the section ensuring that all federal and state statutes are followed, and monies are spent according to the approved applications. Oversee the direction of all corrective actions as needed as a result of monitoring.
• Responsible for the annual SPP/APR Reporting. This report is federally required reporting process which includes compliance indicators.
• The Director is responsible for providing ongoing communications and guidance to LEAs and schools related to all federal/state programs. The communication and guidance are done through written documents, Webinars, and face-to-face meetings.
• Oversee the personnel appraisal process for education administrators, education specialists, and administrative assistants; maintain accurate personnel records and supervisory documentation.
• Draft/compose/edit documents (response letters, reports, memoranda, policies, procedures, guidance, and regulations).
• Travel in-state and out-of-state required.

The applicant must have a thorough knowledge and understanding of the following:
• Federal statute, regulations, and guidance
• State laws as it relates to K-12 public education
• EDGAR – Education Department General Administrative Regulations

Education:
• Minimum of a Master’s degree or higher from an accredited college or university
• Educational Leadership/Administration Degree required

Experience:
• Minimum of twelve (12) years of professional experience in teaching, education administration, or a related assignment including six (6) years of administrative experience with three (6) of those years with Special Education administrative experience
• Administrative leader experience required
• Managing budgets/grants

Other Skills:
• Communicate effectively both orally and in writing
• Establish and maintain cooperative and effective working relationships
• Maintain all federal program records for State and Federal monitoring purposes
• Responsible for keeping supervisor informed of all pertinent information
• Demonstrate strong organization and management skills
• Understand and apply effective problem-solving skills
• Understand and apply effective motivational skills
• Demonstrate effective leadership skills
• Supervise staff and manage conflict resolution efficiently and effectively
• Organize and manage multiple assignments (projects) concurrently with little supervision
• Exercise initiative and sound judgment in making decisions
• Use Microsoft Office proficiently; including PowerPoint, Word, Excel, and Outlook; experience in using collaborative computing tools (e.g., Google Docs) to facilitate the sharing and collaboration of digital artifacts

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

Step 2:
Send cover letter, references and résumé to Ms. Monique Duncan at mduncan@alsde.edu.