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

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Education Specialist I – ACCESS Distance Learning</th>
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<tbody>
<tr>
<td>Position Code:</td>
<td>30122</td>
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<tr>
<td>Salary Range:</td>
<td>$45,532.80 - $84,350.40</td>
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<td>Position Location:</td>
<td>Education Technology Section</td>
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<td>Montgomery, Alabama</td>
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<tr>
<td>Open Date:</td>
<td>January 25, 2021</td>
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<tr>
<td>Close Date:</td>
<td>February 8, 2021</td>
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The Education Technology Section, Montgomery, intends to fill one (1) Education Specialist I position.

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

- Provide support for online course development, upgrades, sequencing, and alignment so that content meets Alabama course of study and quality online course requirements, courses adhere to the standards established for ACCESS Virtual Learning courses, and course needs are met and materials are developed.
- Provide support for the development of ACCESS documents, including requests for proposals, letters, brochures, and other materials so that documents are completed accurately in accordance with program needs and are available within designated timelines.
- Serve as the primary contact for issues related to intellectual property rights, providing correct and timely information and working with course developers and ACCESS staff so that all stakeholders are aware of their rights and responsibilities and all ACCESS documents are in compliance with copyright laws and fair use policies.
- Complete requests from section and program supervisor and work effectively with other ACCESS staff members so that short term projects and documents are completed accurately and within established timelines.
- Provide service, leadership, and support to LEAs in the area of Virtual learning through workshops; software training; public events; and written, verbal, and electronic responses to inquiries so that LEAs receive proper services and accurate information.
- Communicate effectively with supervisor and coworkers and provides requested reports and information so that the supervisor is informed of related activities and concerns in the assigned areas of responsibility in a timely manner as evidenced by emails, reports, and other forms of communication.
• Utilize office software programs in order to increase efficiency in correspondence, communication, and meeting deadlines so that department and division/section goals are met as observed by the supervisor.
• Provide technical assistance to region schools and LEA staff: assisting with the delivery of training and professional development, and providing assistance with problems or issues related to the delivery of virtual learning courses.

**Education and Experience:**
• Master's Degree from a regionally accredited college or university in an approved subject matter or education specialty area.
• Five years of professional experience in teaching, education administration, or a related assignment.
• Background in Online Teaching preferred
• Knowledge and experience in training
• Computer related skills required – Microsoft Office
• Working with Computer Applications preferred

**Other Skills:**
• Possess strong motivational skills
• Be attentive to details
• Possess organizational skills
• Be team-oriented and flexible
• Demonstrate effective verbal and written communication skills
• Ability to work independently
• Use problem-solving skills
• Ability to travel

**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 by email as an attachment to: daphne.selmar@alsde.edu