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

POSITION TITLE: Education Program Director (Section Head)
Federal Programs

POSITION CODE: 30126

SALARY RANGE: $97,696.80 - $148,958.40

POSITION LOCATION: Montgomery, Alabama

OPEN DATE: April 13, 2020

CLOSE DATE: April 27, 2020

The Federal Programs Section of the Alabama State Department of Education intends to hire one Education Program Director. This position administers all federally funded education programs by providing technical assistance to Local Education Agencies (LEAs) and approving applications for funding and monitoring for compliance to federal statutes and regulations.

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

- 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 Coordinator should make sure all statues 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 statues 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 consolidated state performance report (CSPR). This report is required by the USDOE which includes data that evaluates the implementation of state...
formula grant programs under the Elementary and Secondary Education Act (ESEA), as amended in 2015.

- The Coordinator is responsible for providing ongoing communications and guidance to LEAs and schools related to all federal/state programs. The communication and guidance is 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 two (2) years of professional experience in Federal Programs and a minimum of six (6) years of 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. Patricia Freeman at pfreeman@alsde.edu.

Note: This position has been approved by the State Finance Director so consideration may be given to external interest as well as interest inside the ALSDE.