ANNOUNCEMENT OF INTENT TO FILL A POSITION
AN EQUAL OPPORTUNITY EMPLOYER

Position Title: Retired State Employee (Note: LEA retired personnel are eligible)
Position Code: 11903
Option: General - 003
Salary Range: Hourly Rate—All Post-Retirement Rules Apply
Position Location: School Improvement Section
Various Locations
Open Date: February 11, 2020
Close Date: February 25, 2020, cob

The Alabama State Department of Education seeks to hire up to two (2) retired state employees to serve as Principal Coaches, working in various areas throughout the state. Minimum requirements include experience as a teacher and administrator and/or supervisor at the school and/or district level.

Successful candidates will be trained by ALSDE staff to assist district staff, principals, and school Leadership Teams to manage their ongoing improvement for the benefit of their students. Training for the Principal Coaches will include: (1) the Alabama Framework for Effective Practice; (2) the Collaborative Success Process; (3) Change Leadership; (4) Talent Development; (5) Instructional Transformation; and (5) Culture Shift. Principal Coaches will support district and school personnel as they receive training from ALSDE in these topics and apply it to their own contexts.

Duties for those serving in the above capacity may include, but not be limited to the following:

- Weekly consulting support for district/school personnel to guide their Leadership Teams in the improvement process, including Transformation Academy
- Written, monthly feedback to provide constructive support for school Leadership Teams and their district liaisons
- Written, quarterly critique of quality of work of school Leadership Teams and their district liaisons
- Attendance at ALSDE trainings provided for district and school personnel and consulting support for the district/school personnel in applying the training to their contexts
- Weekly site visits to meet with district and school Leadership Teams to offer recommendations for enhancing their effectiveness
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- Documentation of activities in the online ALSDE Activity Log
- Written response to quarterly client feedback administered to superintendents and principals by ALSDE

Applicants must have been certified in education and/or demonstrate strong knowledge of instruction in general education; administrative experience, is required.

Applicants must currently be reachable on the Retired State Employee Register.

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

**Step 2:**
Send résumé to: Alabama State Department of Education
Dr. Molly Killingsworth and Ms. Monique Duncan

By email as an attachment to mkillingsworth@alsde.edu and mduncan@alsde.edu