

Education Information Specialist Roles and Responsibilities (Education Specialist – 30122)

1. Manage and report on information in digital platform related to all management aspects of the statewide Quality Rating and Improvement System (QRIS).
2. Collaborate with department leadership to manage the digital Learning Management System (LMS) for childcare professionals including, but not limited to, enrollment, designation of position-specific tracks, and module management.
3. Monitor and report on training module progress and completion associated with QRIS.
4. Monitor and ensure that child care provider information hosted in the state's online child care locator program remains accurate and current.
5. Assist with compilation of information, and creation of content, for department websites, email blasts, newsletters, social media campaigns, blogs, concept activation materials, print collateral, and presentation assets.
6. Collaborate to maintain current and accurate information on the QRIS website.
7. Collaborate to manage statewide communications related to QRIS rating and status management and reporting.
8. Communicate professionally, effectively, and in a timely manner, in both written and oral formats.
9. Work independently, demonstrate initiative, prioritize tasks, and complete assignments with high level of accuracy, attention to detail, and within established timeframes.
10. Collaborate routinely with co-workers and department leaders with a high level of engagement, initiative, and positivity.

Required Skills/Knowledge

1. Experience in utilization of digital platforms to manage data and create reports.

This position requires meeting the qualifications for the State classification of Education Specialist I - 30122 and will be based in Montgomery. **Applicant must be on the state register to be interviewed.**

Please submit interest with a copy of your resume to:

Katrina Bowling, Education Systems Administrator
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