

The Department of Early Childhood Education (DECE) will be hiring a Program Administrator for the Early Head Start Child Care Partnership (EHS-CCP) under the Office of Early Childhood Development, through an Inter-Agency Agreement with Department of Human Resources (DHR). The position will work with program partners to ensure cohesive systems implementation as it relates to the education components for sub-part C of the Head Start Program Performance standards in classrooms for children birth – age 3.

The successful candidate will have experience managing data systems, including ChildPlus, eDECA, ASQ Enterprise, COR, and LAP-BK, as well as strong skills in aggregating and analyzing data for reporting and internal quality enhancement purposes. The position also manages the Quorum platform and its potential use in the education part.

The Program Administrator ensures completion of the Policy and Procedure requirements. This includes planning professional development opportunities for teachers and directors. Sites/classrooms will be visited throughout the Program Year. The administrator will develop and implement site specific action plans with program partners, the EHS admin team, and/or EHS CCP staff.

The Program Administrator will participate in regularly scheduled meetings with DHR and Program Partners. Likewise, budget meetings and purchase planning sessions will be attended.

This position requires meeting the qualifications for the State job code Education Administrator I – 30123 and will include extensive travel.

Please submit interest with a copy of your resume to:  
Tammy Gibson, Personnel Officer  
tammy.gibson@ece.alabama.gov