

The Department of Early Childhood Education (DECE) will be hiring an Education Specialist I under the Office of Early Childhood Development and Professional Support. The Quality Rating Improvement System (QRIS) provides technical assistance to childcare and early learning centers and home-based facilities through an Inter- Agency Agreement with the Department of Human Resources (DHR). The Specialist will assess existing strengths and weaknesses of the programs and consult with directors on quality improvements. The assignment area will cover the northwestern region of the state, including Cullman, Florence, Decatur and surrounding communities.

- Obtain and maintain all required certifications, including Infant, Toddler, and Pre-K CLASS; and NPPS. (Additional certifications may be obtained such as CLASS Train-the Trainer, MMCI, IECMH, CDA PD Specialist, etc.)
- Complete all aspects of QRIS Assessment (contact; scheduling; observations – Best Practice Rubric, CLASS, Environment Checklist, professional credential audit; documentation, etc.) according to established timelines so that QRIS ratings may be calculated and established in a timely manner
- Complete and maintain Assessment documentation according to all requirements and established procedures to ensure validity and consistency
- Complete all aspects of QRIS Guided Support and/or Enhancement (baseline and needs assessment, required forms and/or follow-up, on-going visits and/or remote support, etc.) according to established procedures and timelines to provide individualized technical assistance to programs seeking quality improvement
- Collaborate with team members to create, edit, and review components of the program
- Attend conferences, trainings, etc. to increase knowledge and educate self about early childhood practices and QRIS. Attend all departmental and team meetings related to the scope of work
- Provide training (onsite and/or virtual) and support to educate stakeholders, providers, and/or childcare staff regarding QRIS program and elements
- Communicate with co-workers, providers, and stakeholders in clear, effective, timely, concise, and organized manner. Communicate feedback, questions, and/or concerns with Administrator(s).
- Complete all required paperwork and documentation correctly, ethically, and timely, and to meet the expectations and requirements of ADECE. (Includes but not limited to travel records, receipts, personnel forms, work and communication logs, Outlook calendar, and email correspondence when deadlines are communicated.)
- Complete additional tasks and/or duties assigned by Administrator(s).

This position requires meeting the qualifications for the State job code Education Specialist I – 30122 or Human Services Program Coordinator – 50520 and will include extensive travel within the region.

Applicants will not be scheduled for interviews until they are on the State Personnel register for either classification.

Please submit interest with a copy of your resume to:

Tammy Gibson, Personnel Director  
tammy.gibson@ece.alabama.gov