

## Early Learning Programs Administrator

An Early Learning Programs Administrator provides statewide leadership, knowledge, and guidance across the Birth to age 8 continuum and supports division leadership with administrative priorities to ensure efficient processes and effective operation and management of ADECE programs and services. ***This position is based in Montgomery.***

- Contribute specialized content knowledge of early childhood best practices to various programs and projects, particularly as they relate to innovations in systems change, policy, and workforce development.
- Provide high-level, individualized support to Early Learning Directors and exhibit leadership across the entire ADECE organization in support and achievement of identified strategic priorities.
- Facilitate and manage internal/external partnerships and serve as a liaison between the ADECE and external partners
- Facilitate, coordinate, and monitor program work plans and related tasks, timelines, and budgets to ensure progress towards ADECE organizational goals and individual program level goals and objectives.
- Assist the Early Learning Team as requested in the provision of ongoing training and technical assistance to established ADECE program partners and stakeholders.
- Assist in the development of methods for improving service delivery to and communication with ADECE team members and external partners.
- Provide input in the development of the preliminary ADECE annual budget.
- Analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
- Assist with development and completion of all required reports, including but not limited to, the annual NIEER and NHSA reports.
- Demonstrate commitment to identified ADECE strategic priorities as evidenced by daily interactions, including written and oral communications as well as through actions in professional settings beyond the ADECE.
- Engage in collaborative decision-making and problem-solving with ADECE staff and external partners.
- Research and share resources with the Early Learning Team that supports, enhances, and elevates their professional priorities.
- Assist with onboarding new team members as requested.
- Schedule, conduct and document outreach and assistance to ADECE staff and external partners.
- Serve on various committees as needed.
- Represent the ADECE at local, state, and national conferences as needed.
- Participate in all trainings, workshops, and conferences as required.
- Travel as required.
- Perform any additional duties as assigned by the Senior Director of Early Learning and Secretary.

This position requires meeting the qualifications for the state job code Education Administrator I – 30123 and will require a master’s degree in Early Childhood Education, Child Development, Human and Family Studies or related field. Applicants will not be scheduled for interviews until they are on the State Personnel register.

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