

## Office of School Readiness (OSR) Administrator

An OSR Administrator provides statewide leadership, knowledge, and guidance to OSR program directors for the effective operation and management of OSR programs, services, and evaluations.

- Mentor and train all new OSR Region Directors on program and operational guidelines.
- Lead OSR program directors in creating a comprehensive system of supports and instructional services to support OSR funded programs around continuous improvement efforts.
- Assist the OSR Assistant Director in the development and implementation of all program timelines including First Class Pre-K and P-3 classroom and enhancement funding announcements.
- Assist the OSR Assistant Director with development of and annual updates to all program documents including handbooks for staff (Region Directors, monitors and coaches), site level implementation packets, funding announcements, calendars, etc.
- Revise and update FCPK program and classroom guidelines and appendices annually, and assist with updates to P-3 program and classroom guidelines.
- Assist with developing annual FCPK and P-3 expansion goals, including recruiting new sites for expansion.
- Assist with development of funding applications and evaluation of submissions.
- Implement actions/activities to ensure accurate and timely submission of reports to the OSR Assistant Director, Senior Director of Early Learning, Secretary, and other designated stakeholders.
- Facilitate development of agendas for monthly OSR program director meetings with input from the OSR Assistant Director, Senior Director of Early Learning, and program level directors.
- Oversee development of monthly checklists for FCPK monitors and assist with development of checklists for P-3 monitors.
- Provide input in the development of the preliminary OSR and SSSF annual budgets.
- Analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
- Work with the ADECE IT department to ensure accuracy of information in online systems: ECEData, Laserfiche, T.S. Gold, AlaCEED, ASQ, e-DECA, ADECE website, and others as designated.
- Conduct site visits to OSR programs and provide support to OSR program directors, field staff and site level program directors to ensure departmental goals are accomplished.
- Provide input in completion of annual NIEER report.
- 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 OSR Assistant Director, Senior Director of Early Learning and Secretary.

This position requires meeting the qualifications for the state job code Education Administrator I – 30123 and may include extensive travel within the state. 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