

Workforce Development Specialist

The Workforce Development Specialist supports development and implementation of the ADECE Workforce Development Framework by assisting with initiatives aimed at increasing and strengthening Alabama's early childhood education workforce.

1. Supports and encourages partnership development between Career Technical Education (CTE) programs, school districts, Institutions of Higher Education (IHE), and other community-based organizations to strengthen early educator professional pipeline opportunities (cradle to career)
2. Assists with development and implementation of ECE recruitment strategies aimed at attracting entry-level ECE workers and retaining experienced ECE professionals (recruit and retain staff)
3. Supports all program operations of the ADECE ECE apprenticeship program by maintaining data files on eligible apprentice candidates and facilitating the registration, enrollment, monitoring, and retention processes for apprentices
4. Attends meetings with representatives from IHEs to provide information and encourage development of articulation agreements that will create seamless pathways for early childhood educators' acquisition of higher credentials
5. Assists with FCPK teacher credential verification process
6. Maintains knowledge of current ECE scholarships and funding opportunities and shares information with the ADECE team, agency partners, and early childhood care and education professionals
7. Supports ECE recruitment strategies by attending events, such as job fairs, to increase student awareness of ECE postsecondary education opportunities and career pathways
8. Recruits candidates to serve as CDA - PD Specialists and helps individual programs identify potential internal CDA - PD Specialist
9. Assists with data collection and dissemination of information through completion of all required reports; provides weekly and monthly reports to supervisor and other designated stakeholders as requested
10. Demonstrates working knowledge of all data systems within the ADECE workforce framework
11. Participates in all trainings, workshops, and conferences as required.
12. Travel as required.
13. Perform any additional duties as assigned by the ECE Workforce Development Administrator, Senior Director of Early Learning, and/or Secretary.

This position requires meeting the qualifications for the state job code Education Specialist I – 30122 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