

The Department of Early Childhood Education (DECE) will be hiring a Monitor under the Office of School Readiness to provide oversight to First-Class Pre-K Directors in Region 4. Region 4 includes the following counties: Jefferson, Shelby and St. Clair.

The Roles & Responsibilities are listed below but do not include all duties that may be expected of the position.

- Establishes effective relationships with directors and teachers at all assigned classrooms with no valid complaints to supervisor
- Assists at all regional team trainings by presenting, distributing materials, documenting attendance for STI-PD, or performing any other duties assigned by supervisor.
- Performs monthly scheduled (and unscheduled if warranted) monitoring visits to document grant compliance.
- Checks to ensure all online information concerning students in all data systems (Baseline, TS GOLD, ASAP, ASQ Enterprise) matches current classroom roster obtained from classroom bimonthly visit
- Completes, enters, and submits bi-monthly monitoring reports and other documentation within 1 day of visit to effectively communicate outcome of visit. (If program is desk monitored, completes all required reports and other documentation within the 2-month reporting period for each monitoring checklist).
- Maintains organized and up-to-date documentation of approved expenditures to ensure appropriate use of all OSR grant funds.
- Effectively communicates via verbal and written feedback results of all monitoring visits and checklists to Regional Director/Site Director/teachers regarding compliance with program/classroom guidelines.
- Communicates timeline completion deadlines with directors/teachers regarding non-compliance issues to ensure quality improvements and grant compliance issues are met with in a reasonable amount of time and follows up to determine and document that grant compliance has been met.
- Communicates with Regional Director and Coach to share information concerning major noncompliance issues, safety hazards, health issues, and any other violations observed on the day of the occurrence (including regularly communicating with coach regarding assessment data to ensure teachers are on track to meet TS GOLD checkpoint periods throughout the year).
- Collaborates with directors/teachers to ensure the Strengthening Families Program is being implemented as required.

This position requires meeting the qualifications for the State job classification of Education Specialist I – 30122 and will include extensive travel within the region.

Candidate is required to be on the state personnel register for the above listed classification before any offer of employment.

Please submit interest with a copy of your resume to:

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