



Region 8 First Class Pre-K Monitor

State Classification: Education Specialist – 30122

Job Description:

The First Class Pre-K Monitor serves under the Office of School Readiness region support team that works closely with programs to support quality and continuous improvements. This position provides program evaluation, guidance, support, and resources to ensure program quality through on-site visits. It will require extensive travel within the region. Region 8 includes the following counties: Lee, Russell, Bullock, Barbour, Butler, Crenshaw, Pike, Coffee, Dale, Henry, Covington, Geneva, and Houston.

Key Roles and Responsibilities:

- Establishes effective relationships with directors and teachers at all assigned classrooms with no valid complaints to the supervisor.

Assists at all regional team trainings by presenting, distributing materials, documenting attendance for PowerSchool, or performing any other duties assigned by the 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 matches the 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 the outcome of the visit.
- 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 the results of all monitoring visits and checklists to Region 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 within a reasonable amount of time, and follows up to determine and document that grant compliance has been met.
- Communicates with Region 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 the 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.

Qualifications:

- Master's degree from an accredited college or university in an approved education specialty area. Preferred candidates will have a bachelor's or master's degree in early childhood education or child development.
- The candidate must have a strong knowledge of early childhood education.
- Professional experience in teaching, education administration, or a related assignment in early childhood education or child development.

To be interviewed and eligible for hire, the applicant must apply through the State Personnel Department, meet the qualifications for the state job code Education Specialist I – 30122, and be listed on the state register. Visit personnel.alabama.gov to apply.

Please submit a letter of interest and a resume to Tameka Gilmore at tameka.gilmore@ece.alabama.gov.