



## **Retired State Employee, Child Development Associate Program Specialist**

**Job Description:** The Alabama Department of Early Childhood Education (ADECE) is seeking an RSE to assist the Child Development Associate Program Manager (CDA) in supporting auxiliary teachers pursuing their CDA credential. This position plays a vital role in mentoring candidates, facilitating access to resources, and strengthening Alabama's early childhood workforce.

**Reports To:** CDA Program Manager/Director of Workforce Development

**Employment Type:** Part-Time RSE

**Location:** Statewide (Remote with travel)

**Compensation:** Not to exceed **\$40,000 per fiscal year**

**Workload:** Not to exceed **30 hours per week**

### **Minimum Qualifications**

- Bachelor's degree in Early Childhood Education, Child Development, or a related field.
- Professional Development (PD) Specialist credential with the Council for Professional Recognition preferred.
- Demonstrated experience mentoring or training early childhood educators.
- Excellent organizational and communication skills.
- Ability to work independently and collaborate effectively with statewide partners.
- Must be eligible for employment as an RSE.

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

1. Meet monthly with CDA candidates to support accountability and goal completion.
2. Provide professional development sessions for programs with high CDA interest.
3. Share monthly progress reports with the CDA Program Manager.



4. Support candidates in obtaining off-site requirements (e.g., CPR/First Aid and Pearson testing registration).
5. Assist candidates in accessing and maintaining the Council for Professional Recognition portal.
6. Connect candidates to scholarship and funding opportunities for the CDA.
7. Communicate regularly with the CDA Program Manager through monthly reports on regional CDA needs and candidate progress.
8. Participate in monthly meetings with the CDA Program Manager and Workforce Development Director.

**How to Apply:** Interested applicants should be on the state's RSE register. Submit a resume outlining relevant experience and qualifications to:

**Dr. Salina Washington, CDA Program Manager at [salina.washington@ece.alabama.gov](mailto:salina.washington@ece.alabama.gov), and cc: Dr. Milanda Dean, Workforce Development Director at [milanda.dean@ece.alabama.gov](mailto:milanda.dean@ece.alabama.gov).**

Applications will be accepted until the position is filled.