State of Alabama
Personnel Department
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www.personnel.alabama.gov

Continuous Announcement

EDUCATION ADMINISTRATOR – 30123
GENERAL OPTION – 003

Salary: $50,119.20 - $97,766.40
Announcement Date: August 8, 2012
Revised Date: July 24, 2013

JOB INFORMATION

The Education Administrator-General Option is a permanent full-time position with the Department of Education. Positions are located in Montgomery. This is highly responsible professional and administrative work in directing and managing educational programs.

MINIMUM REQUIREMENTS

- Master's degree from an accredited* college or university in an approved subject matter or education specialty area
- Six years of professional experience in teaching, education administration, or a related assignment including four years of professional experience in one of the specialty areas listed below

NOTES

- Advanced graduate study in approved coursework may be substituted for the required experience on the basis of one year of post master's education for one year of experience ***up to two years***. Advanced graduate study is considered coursework towards a Doctorate in Education (Ed.D.) or a Doctorate of Philosophy (Ph.D.).
- All sections of the application must be completed, and applicants must provide a detailed description of their job duties. ***Applications that are not completed will be returned***.
- If your application states that you have a college degree, the Alabama Department of Education requires documentation verifying possession of the degree prior to employment.
- Names on the employment register will be considered (selectively certified) for positions in the following specialty areas:

Curriculum and Instruction	Curriculum and Instruction-Math	Curriculum and Instruction-Reading
Curriculum and Instruction-Science	Student Assessment	School Counseling
Prevention and Support Services	Instructional Technology/Technologist	Career/Technical Education
Teacher Education/Certification	Special Education/Gifted	School Nutrition
School Administration	School Transportation	Federal Programs
Career/Technical Education-Agriscience	Career/Technical Education-Technical Education	Career-Technical Education-Health Science
Pre-School Readiness		

EXAMINATION

- **Open-Competitive** to all applicants
- Evaluation of **Training and Experience** as shown on application

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply on-line, by mail, or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunction.

Individuals currently on the register DO NOT NEED to reapply to remain eligible for employment.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Revised

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). ***This must be documented by a letter of acceptance from the regionally accredited school.*** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.