

# Arizona Department of Education

The Arizona Department of Education is a service organization committed to raising academic outcomes and empowering parents.

## Cochise County Program Specialist

### Job Location:

**Arizona Department of Education County Consortia Program**  
Worksite based in Sierra Vista, AZ

### Posting Details:

Salary: \$65,000  
Closing Date: Open until filled

### Job Summary:

- This position will work in-person, five days per week.
- In-state travel with occasional overnight and/or weekend work will be required for this position. Mileage and lodging reimbursement provided.
- The County Program Specialist will serve as the liaison between the Arizona Department of Education and the county for the Consortia Program, providing support services to rural counties to increase student achievement in language arts and mathematics.
- Support Services include, but are not limited to, instructional coaching for teachers, professional development and training, assistance in aligning curriculum, instruction, and assessment, and assisting counties with technical support, such as reports and grant processing.
- The position will collaborate with Teacher Certification to process applications and schedule monthly certification support.
- The Program Specialist will execute needs assessments and utilize the results to develop training strategies and write grants to sustain training and service funding.
- The position will not supervise but will indirectly manage people in the course of the work.

### Knowledge, Skills & Abilities (KSAs):

- Knowledge of the role of professional learning in improving educator practice
- Knowledge of how to create effective learning experiences for teachers and school leaders.
- Skilled in written and verbal communication.
- Skilled in organization and planning.
- Skilled in understanding and applying the principles of continuous quality improvement in education.

- Ability to work and collaborate with teams.
- Ability to communicate effectively with educators to all levels and the public.
- Ability to create effective learning experiences for teachers and school leaders.
- Ability to provide leadership for task forces, committees, and special projects.
- Ability to develop, maintain, and enhance effective collaborative partnerships with external partners to advance agency initiatives.

### Selective Preferences:

- Preference will be given to those applicants with K-12 teaching experience.
- Preference will be given to those applicants with grant writing experience at the state and federal levels.

### Pre-Employment Requirements:

- Offers are contingent upon successful completion of all background and reference checks, required documents and, if applicable, a post-offer medical/physical evaluation.
- If this position requires driving or the use of a vehicle as an essential function of the job, then the following requirements apply. [Driver's License Requirements](#).
- All employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program (E-Verify).

### Retirement:

You will be required to participate in the Arizona State Retirement System (ASRS) upon your 27th week of employment, subject to waiting period. On or shortly after, your first day of employment you will be provided with enrollment instructions and effective date.

### Benefits:

The State of Arizona provides an excellent comprehensive benefits package including:

- Affordable medical, dental, life, and short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- 10 paid holidays per year
- Vacation time accrued at 4.00 hours bi-weekly for the first 3 years
- Sick time accrued at 3.70 hours bi-weekly
- Deferred compensation plan
- Wellness plans

*For a complete list of benefits provided by The State of Arizona, please visit our [benefits page](#)*

### Contact Us:

The State of Arizona is an Equal Opportunity/Reasonable Accommodation Employer. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by calling (602) 542-3186 or emailing [Human.Resources@azed.gov](mailto:Human.Resources@azed.gov). Requests should be made as early as possible to allow sufficient time to arrange the accommodation.

To submit your resume, click the "APPLY NOW" button below.

***Having trouble applying for this position?  
Email [HRIShelpdesk@azdoa.gov](mailto:HRIShelpdesk@azdoa.gov) or call (602) 542-4700 for assistance.***

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