
Auburn University Job Description

Job Title: **Asst Dir, AMSTI**

Job Family: No Family

Job Code: **EA93**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Assists in overseeing and coordinating the day-to-day operations for the Alabama Mathematics, Science, and Technology Initiative (AMSTI) site.

Essential Functions

1. Coordinates and plans the Summer Institute training program and the academic year training of professionals and teacher training.
2. Develops and coordinates outreach programs for targeted groups; assesses program needs, organizes program materials; evaluates program success.
3. Assists with establishing, planning, and implementing Administrator Professional Learning Communities and Teacher Professional Learning Teams.
4. Assists with analyzing AMSTI data submitted by schools to provide information for and support of professional development plans for clients.
5. Consolidates monthly reports from assigned personnel and compiles into Monthly Site Reports required by the State Department of Education.
6. Assists with budget planning and the monitoring of expenditures within the department.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Education, Special Education, Educational Leadership, or related field
Experience (yrs.)	4	Experience in the coordination and/or management of a math or science program in a classroom setting and with at least two of the required four years experience as an AMSTI specialist.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of higher educational policies and procedures. Ability to coordinate learning activities for adult learners.

Certification or Licensure Requirements

State of Alabama Teaching Certificate.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/21/2012
