



WALLACE COMMUNITY COLLEGE SELMA VACANCY ANNOUNCEMENT

POSITION: AMSTI Director (ALABAMA MATH AND SCIENCE TECHNOLOGY INITIATIVE)

Open: 2/10/12

Close: 3/09/12

APPROXIMATE STARTING DATE: April 2, 2012

QUALIFICATIONS:

Minimum of a Bachelor's Degree in Math or Science or related field from an accredited institution is **required**. A Master's Degree in Math or Science or related field from an accredited institution is **preferred**. Teacher certification in Math, Science or related field is **required**. Five (5) years of teaching experience is **required**. Three years of supervisory experience is **preferred**.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

Effective oral and written communication skills.

An understanding of and a commitment to the philosophy and mission of the two-year college.

Ability to handle multiple tasks and various situations in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to adhering to the general guidelines as specified by the WCCS Faculty/Staff Handbook, WCCS President, Alabama State University President, and the State Department of Education.

AMSTI director responsibilities include the following:

- Work closely with AMSTI SDE representatives to ensure AMSTI is being correctly implemented at the site. The SDE is the final authority regarding policies and operations of AMSTI Sites.
- Oversee and effectively coordinate the operation of the AMSTI Site, including supervision of its staff, in accordance with AMSTI policies. Supervision may also include Alabama Science In Motion (ASIM) staff when such responsibilities are so delegated
- Oversee and coordinate a Summer Institute (10 days) that includes instructional and resource components as identified by AMSTI for AMSTI Schools
- Oversee the operation of a materials distribution and refurbishment center
- Ensure that steps are taken to customize kits and materials so that they are teacher/classroom friendly
- Coordinate with Science in Motion, Technology in Motion, Regional In-service Centers, Institutions of Higher Education, science centers/museums, and other related entities in implementing AMSTI, including providing services at the Summer Institutes
- Recruit schools to become AMSTI Schools, as requested by the SDE
- Assist the SDE with developing a cadre of trainers to support current and future training programs
- Establish and oversee the management of a website page related to the activities of the AMSTI Site
- Oversee lead teacher training in AMSTI Schools
- Maintain records of the following:
 - Schools and teachers participating in various project components; i.e., Summer Institutes, in-service training, etc.
 - Daily itineraries of staff
 - Evaluations of Summer Institutes and other staff development activities needed to evaluate the effectiveness of the Initiative
 - Activities with businesses and higher education
 - Financial operations and documentation as required by the SDE and the associated institution
 - Other documentation required by the SDE, local institution, and/or the funding source
- Provide guidance and support to local schools in establishing and maintaining effective AMSTI School Planning/Implementation Teams, lead teachers, and learning teams. Support at Year 3 and beyond schools will also include assistance with AMSTI Affiliate programs and other professional development, as needed
- Work closely with school administrators to provide mentoring, guidance, and structure for effective AMSTI implementation in the schools
- Work closely with the local schools wishing to become AMSTI Schools, including assisting with developing lead teachers, so as to help ensure the success of the initiative in these schools
- Oversee assistance to local schools/systems in establishing and implementing mentoring programs for new teachers
- Identify local needs in math and science, and make available the resources and professional development to address these needs

- Complete and submit all required paperwork in a timely manner
- Coordinate with other AMSTI Sites and provide assistance, as needed
- Pursue grants and other forms of funding to support the mission of AMSTI (must be approved in advance by the SDE)
- Oversee the selection of schools that are recommended to the SDE to become AMSTI Schools
- Schedule AMSTI Site Advisory Council meetings at least two times a year and submit reports of such meetings to the SDE
- Perform other duties assigned by AMSTI and/or the AMSTI Site Advisory Council
- Participate in professional development activities and staff meetings as required by the SDE
- Effectively and efficiently manage the AMSTI site budget (when designated by the PI)
- Foster positive public relations with local school systems, businesses, community, and higher education

SALARY: Commensurate with education and experience according to State Salary Matrix. Salary range: \$48,707-\$81,966. Continued employment is contingent upon continued federal funding for this program. Loss of funding will be grounds for termination.

APPLICATION PROCEDURE:

WCCS is an equal opportunity employer and complies with the American with Disabilities Act. WCCS will make reasonable accommodations for disabled applicants or employees. Any applicant needing special assistance in the application process should request such assistance when requesting the application form. Application forms are available from and should be returned to:

Personnel Office
Wallace Community College Selma
P.O. Drawer 2530
Selma, Alabama 36702-2530
Phone (334) 876-9234, or 876-9227
Fax (334) 876-9250
Website: www.wccs.edu

APPLICATION DEADLINE:

A complete application package consists of:

1. WCCS application,
2. A resume`,
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on the application.
4. Verification of work experience **in writing** from current or previous employer. Verification should be printed on company letterhead, include dates of employment, position title(s), and some of the duties performed.

All application information must be received by 12:00 noon, Friday, March 9, 2012. Final applicants will be required to interview at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a minimum nonrefundable \$13 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding.

WCCS is an E.O.E. and is enrolled in E-Verify.

