



VACANCY NOTICE
(REOPENED) – Posting Date: November 10, 2009
Deadline Extended to November 30, 2009

- POSITION:** Alabama Math Science and Technology Initiative (AMSTI)
Elementary Specialist – Grades K - 1
- STARTING DATE:** As soon as possible following the deadline
Future employment is contingent upon AMSTI funding – (nine-month position)
- DUTIES:** In addition to adhering to the general staff guidelines as specified by the Employee Handbook, the Vice President of Academic Affairs, the Dean of the College of Education/In-service Center Director, and the State Board of Education, specialists will:
- Assist in providing a two-week Summer Institute that includes instructional and resource components as identified by AMSTI for AMSTI Schools
 - Provide frequent, on-going, on-site assistance to AMSTI Schools (Note: At least 75% of specialists' work time is expected to be relegated to on-site support, including travel to and from the site. Specialists may assist with preparation for Summer Institutes beginning with the spring state testing window.)
 - Assist AMSTI schools in effectively using learning teams (study groups) and common planning time to improve math and science instruction
 - Assist in developing a cadre of certified trainers to support current and future training programs
 - Offer periodic professional development to established AMSTI Schools
 - Provide training and guidance to AMSTI School lead teachers
 - Assist in the effective operation of a materials distribution and refurbishment center including customizing kits and materials so that they are teacher/classroom friendly
 - Conduct research on the effects of current math, science, and technology practices in AMSTI Schools, as requested by the SDE.
 - Assist AMSTI Schools in establishing teacher recruitment programs
 - Assist local schools/systems in establishing and implementing mentoring programs for new teachers
 - Assist local colleges and universities with preservice and continuing education activities
 - Provide professional development to other schools non-AMSTI schools in the regions, as time permits
 - Assist with the website pages related to the activities of AMSTI
 - Assist in recruiting new AMSTI Schools
 - Maintain records and complete paperwork in a timely manner
 - Provide assistance to local schools in establishing AMSTI School Planning/Implementation Teams and in identifying teacher leaders
 - Make available the resources and professional development identified by AMSTI that address the needs of AMSTI Schools
 - Participate in professional development activities and staff meetings as required by the SDE
 - Perform other duties assigned by the AMSTI Site director or AMSTI state coordinator
 - Assume any other duties and responsibilities as assigned by the College of Education Dean/In-service Center Director or the Directors of AMSTI
- QUALIFICATIONS:**
- Valid Alabama Teachers' Certification required
 - Master's degree or higher in Education preferred; Bachelor's degree in Elementary Education required

- At least 5 years teaching experience in an Alabama public **elementary school** required
- Lower elementary grades experience
- AMSTI training at the elementary level in both math and science required; AMSTI trainer certification preferred
- Valid Alabama Driver's License
- Clear status with FBI and ABI fingerprinting process*
- Knowledge of PC systems and a variety of software
- Skill in time and project management
- Ability to communicate effectively, including oral, written, and interpersonal skills
- Ability to bring creative and innovative solutions to problems and demonstrate a commitment to teamwork and service
- Ability to manage multiple tasks and prioritize effectively
- Ability to lift a minimum of 25 pounds

SALARY: Professional Staff AMSTI \$40,750 - \$62,345 according to experience and qualifications as stated in the current Alabama Teacher Salary Matrix plus 2.5% on a nine-month contract

APPLICATION PROCEDURE:

Applicant must submit an application package to:

Office of Human Resources
Athens State University
300 North Beaty Street
Athens, AL 35611

A complete application package consists of:

- Athens State University Application of Employment
- Personal letter of application
- Resume
- Unofficial transcripts from the college or university from which the highest degree was conferred. Upon an offer of employment, official transcripts from all colleges and universities attended must be submitted. Continued employment is contingent upon receipt of transcripts from all colleges and universities attended.
- At least one Letter of Work Experience in writing from current or previous employers confirming the required and/or preferred level of experience as stated in the 'Qualifications' section. All professional letters must be original, on letterhead, and signed by the writer.

*All College of Education professional staff adhere to the State of Alabama fingerprinting guidelines to continue employment. It is suggested that applicants provide proof of previous fingerprinting with the application for employment, or be fingerprinted and supply the search committee with evidence that the process has begun.

APPLICATION DEADLINE:

- Complete application packages must be postmarked no later than **4:30 p.m. Monday, November 30, 2009**, to ensure consideration. Please note that ASU will be closed Thursday, November 26 & Friday, November 27.
- Application materials may not be submitted via e-mail.
- Only complete application packages will be considered.

Athens State University is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds 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. Athens State University will make reasonable accommodations for qualified disabled applicants or employees. The University reserves the right to withdraw this job announcement at any time prior to the awarding.