AUBURN
Human Resources

Spec, AMSTI

Job Description

JOB INFORMATION

Job Code	CA79
Job Description Title	Spec, AMSTI
Pay Grade	AAUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Organizational use restricted to the following divisions	136 College of Sciences & Math
Approved Date:	9/19/2024 3:17:38 PM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

The Specialist, AMSTI supports the Alabama Math, Science, and Technology initiatives through the Alabama Department of Education's initiative to improve math and science teaching statewide. Supports Alabama educators and students in learning STEM through doing STEM. This position enacts that motto by providing teachers and schools in East Alabama with professional development, education support, instructional resources, and other needed resources.

RESPONSIBILITIES

- Facilitates and teaches professional learning for teachers and/or administrators based on assignments and/or LEA needs, including online options.
- Assists AMSTI-ALSDE in developing and maintaining common professional lessons and learning opportunities and supporting resources for AMSTI and/or for the ALSDE, including online options.
- Provides ongoing professional teaching and learning opportunities for AMSTI lead teachers, certified AMSTI facilitators, and/or instructional coaches.
- Assists IHEs with planning and conducting pre-service and continuing education/outreach services.
- Participates in AMSTI professional teaching and learning activities and staff meetings conducted by the ALSDE and Site Director, unless prior approval for an absence is granted.
- Provides frequent, ongoing support and coaching to teachers, AMSTI lead teachers, certified AMSTI facilitators, coaches, and/or administrators based on assignments and/or LEA needs (in situations where the specialist is leading the classroom or team-teaching, the classroom teacher must always be present).
- Assists AMSTI teachers in effectively using common planning time and Professional Learning Communities to improve instruction.
- Achieves and maintains proficiency in all standards, pedagogical content knowledge, and AMSTI lessons and practices through AMSTI-ALSDE and approved outside professional learning opportunities based on the requirements.
- Works with materials managers to make site-level decisions based on teacher needs/requests.
- Provides feedback to AMSTI-ALSDE regarding customization of kits and resources to make them teacher/classroom friendly.
- Maintains records (including financial) and completes paperwork in a timely manner. Participates in the development, maintenance, and promotion of AMSTI resources according to the resource development and PR guidelines.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in discipline related to program.	and	4 years of	Experience in the design, implementation, delivery and management of educational programs/services.	
Master's Degree	A Master's degree may be required for positions requiring specialized knowledge.				

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Some positions may require content specific certification and licensing.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State