AUBURN
Human Resources

Asst Dir, AMSTI

Job Description

JOB INFORMATION

Job Code	EA93
Job Description Title	Asst Dir, AMSTI
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/21/2012

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

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

RESPONSIBILITIES

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

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

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	
Master's Degree	Degree in Education, Special Education, Educational Leadership, or related field	and	4 years of	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 Experience	Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	State of Alabama Teaching Certificate.	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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.