



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT GRANT-FUNDED

Intent to Employ- Full-time-TEMPORARY

POSITION

AMSTI Assistant Director/Specialist

Continued employment is contingent upon funding from the grant

Posting Date:

4/7/2021

Closing Date

04/30/2021

POSITION AVAILABLE

Immediately

REQUIRED QUALIFICATIONS

- A minimum of a Bachelor's Degree in Math, Science or related field from a regionally accredited institution
- Valid Alabama Teacher certification in Math, Science or related field
- A minimum of five (5) years of teaching experience
- Strong computer skill, well versed in Microsoft Office
- Effective oral and written communication skills are required.

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System.
- A Master's Degree in Math, Science or related field from a regionally accredited institution
- **Previous** AMSTI experience (trainer, specialist, leadership, SDE)

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule:

AMSTI Salary Matrix for Assistant Director- 12 month

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the AMSTI Director, Dean of Technical & Workforce Development, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Assist the Director in effectively coordinating the operation of the AMSTI Site, including supervision of its staff, in accordance with AMSTI policies
- Assist the Director in coordinating a two-week Summer Institute that includes instructional and resource components as identified by AMSTI for AMSTI Schools
- Assist schools in establishing AMSTI School planning/implementation teams and in identifying teacher leaders.
- Assist in recruiting a cadre of certified trainers to support current and future training
- Provide training and guidance to AMSTI School lead teachers and instructional coaches.
- Assist AMSTI schools in effectively using professional learning teams and common planning time to improve math and science instruction.
- Assist with maintaining records of the following:
 - a.) Schools and teachers participating in various project components; i.e., Summer Institutes, Foundational training, etc.
 - b.) Updated Monday.com reports, and calendars, etc.
 - c.) Evaluations of Summer Institutes and other staff development activities needed to evaluate the effectiveness of the Initiative
 - d.) Other documentation required by the SDE, local institution, and/or the funding source

- Submit monthly updates to the director
- Assist with the compilation and analysis of AMSTI school data (i.e., tests scores, report cards, etc.). Apply data reports to support implementation and sustainability plans for AMSTI schools. Provide AMSTI-ALSDE approved PD to non-AMSTI schools.
- Work closely with the local schools wishing to become AMSTI Schools, including provide professional development, so as to help ensure the success of the Initiative in these schools
- Complete and submit all required paperwork in a timely manner
- Pursue grants and other forms of funding to support the mission of AMSTI (must be approved in advance by the SDE)
- Conduct research on the effects of current math, science, and technology practices in AMSTI schools as requested by site director.
- Perform other duties assigned by the AMSTI Site Director, Dean of Technical Programs, or the President.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, 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.

WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at www.wccs.edu and should be returned to:

Human Resources Department
 Wallace Community College Selma
 3000 Earl Goodwin Parkway
 P.O. Box 2530
 Selma, AL 36702-2530
 Phone: 334-876-9319, 876-9338
 Fax: 334-876-9334
 Website: www.wccs.edu

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 application.*
4. Valid Alabama Teacher certification (T-cert) in Math, Science, or related field.
5. Work experience verification **in writing on company's letter head** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All applications information must be received by **12:00 PM CST, Friday, April 30, 2021** Final applicants must adhere to the College's prescribed interview schedule and must travel 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.

Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment**

for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.