**ANNOUNCEMENT OF INTENT TO FILL A POSITION**

**AN EQUAL OPPORTUNITY EMPLOYER**

**Approved for Internal and External Consideration**

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**POSITION TITLE:** Science, Technology, Engineering, and Mathematics (STEM)

Program Coordinator

**POSITION CODE:** 86119

**SALARY RANGE:** $80,287.20 - $131,632.80

**POSITION LOCATION:** Montgomery, Alabama

**OPEN DATE:** May 23, 2017

**CLOSE DATE:** June 6, 2017

**NOTE: If you applied for the previous position the job description has been revised. Interested applicants must resubmit.**

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**The Alabama Math, Science, and Technology Initiative (AMSTI) Section of the Alabama State Department of Education seeks to improve science, technology, engineering, and math teaching statewide. Its mission is to provide all students in Grades K-12 with the knowledge and skills needed for success in the workforce and/or postsecondary studies (college and career ready).**

Duties will include, but not be limited to, the following:

* Lead the Alabama Math, Science, and Technology Initiative (AMSTI) and Science, Technology, Engineering, and Math (STEM) programs within guidelines established by the Department such that it is effectively implemented.
* Provide educational leadership in the development of curriculum and the implementation of instructional programs of the state, including the evaluation of classroom instruction on a regular basis to encourage differentiated instruction and the use of variety strategies and materials consistent with research on learning and child growth and development.
* Ensure coordination of services and articulation between preschool, elementary, secondary, and post-secondary levels by communicating and collaborating on a regular basis.
* Develop, implement, supervise and evaluate curriculum and instructional practices that ensure that each student meets and exceeds content standards, consistent with the mission, philosophy, values, and instructional goals of the Alabama Department of Education and meeting all laws, codes, Board Policies and Regulations.
* Provide educational leadership for AMSTI/STEM programs, including:
  + Focus on individual student performance;
  + Clear procedures with consistent and fair application of policies and regulations;
  + Vertical and horizontal articulation of skills and content sequence;
  + Integrated, interdisciplinary thematic curriculum;
  + Effective and efficient utilization of instructional resources; and
  + Coordination of services with community agencies.
* Provide administrative and supervisory responsibility for assigned instructional programs in the respective content standards.
* Recommend budget line items and coordinate the purchasing of instructional materials and equipment.
* Coordinate the collection, analysis, interpretation, and use of data to inform decisions related to STEM curricula, professional development, and classroom instruction.
* Ensure that the instructional professional development engage the learner in tasks that require analytical and critical thinking, problem solving and creativity, that they address each student’s needs, interests and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
* Monitor instructional areas to ensure that the facilities support instruction and are attractive, organized, functional, healthy, clean and safe, with proper attention to the visual, acoustic and thermal environments.
* Remain current in the research that support curriculum development, instructional program design and delivery, and assessment in the assigned content areas.
* Maintain data and records to provide reports to meet the state and federal reporting requirements.
* Continue to grow professionally through collaboration with colleagues and professional growth experiences.
* Summarize, interpret and disseminate current developments in instruction, learning theory and cognitive research through reading of professional journals, participation in professional development and involvement in professional organizations.
* Conduct meetings as necessary for the proper functioning of AMSTI/STEM instructional programs.
* Create educational opportunities for students through outreach to community and business resources.
* Keep the staff informed about current educational research, technology and materials for the improvement of instruction.
* Complete, in a timely fashion, all AMSTI/STEM proposals, administrative documents, records, and reports as required by law.
* Oversee the personnel appraisal process for education administrators, education specialists, and administrative assistants; maintain accurate personnel records and supervisory documentation.
* Draft/compose/edit documents (response letters, reports, memoranda, policies, procedures, guidance, and regulations).
* Willingness to travel.

**The applicant must have a thorough knowledge and understanding of the following:**

* Standards-based instruction and methods to support best instructional practices
* Facilitation methods for professional learning and growth
* Collaborative leadership
* Outcomes-based evaluation
* Math and Science content
* Ensure that all areas of STEM are represented as first-class topics within AMSTI curriculum modules and professional development, as defined in STEM-related Courses of Study (Science, Math, and Computer Science/Digital Literacy). Candidates should be able to develop a strategic plan that builds upon the growing interest in Computer Science and Engineering, including the awareness of curriculum and expertise in supervising staff with content knowledge in Computer Science and Engineering.
* Experience teaching STEM topics
* New and innovative approaches to measuring educational progress

**Education:**

* Master’s degree or higher from an accredited college or university in math, engineering, and/or science or education specialty area
* Education leadership preferred but not required

**Experience:**

* Minimum of five years of professional experience in teaching, education administration, or a related leadership assignment
* School and district leader experience preferred but not required

**Other Skills:**

* Communicate effectively both orally and in writing
* Establish and maintain cooperative and effective working relationships
* Demonstrate strong organization and management skills
* Understand and apply effective problem solving skills
* Understand and apply effective motivational skills
* Demonstrate effective leadership skills
* Manage conflict resolution efficiently and effectively
* Organize and manage multiple assignments (projects) concurrently with little supervision
* Exercise initiative and sound judgment in making decisions
* Use Microsoft Office proficiently; including PowerPoint, Word, Excel, and Outlook; experience in using collaborative computing tools (e.g., Google Docs) to facilitate the sharing and collaboration of digital artifacts.

**How to apply:**

Send Resumes to: Alabama State Department of Education

Attention: Shanthia Washington

3317 Gordon Persons Building

P.O. Box 302101

Montgomery, AL 36130-2101

*Or email as an attachment to* [*mduncan@alsde.edu*](mailto:mduncan@alsde.edu)

**Note: This position is an appointed position (not state merit) which means you serve at the pleasure of the State Superintendent of Education and do not retain any reversion rights to state merit service.**

**If you applied for the previous position the job description has been revised. Interested applicants must resubmit.**