ANNOUNCEMENT OF INTENT TO FILL A POSITION
AN EQUAL OPPORTUNITY EMPLOYER
Approved for Internal and External Consideration

Position Title: Education Administrator I – K-12 Science
Position Code: 30123
Salary Range: $52,653.60 - $102,712.80
Position Location: Alabama Math Science Technology Initiative (AMSTI) Section
                   Gordon Persons Building, Montgomery
Open Date: May 29, 2020
Close Date: June 12, 2020

The Alabama Math Science Technology Initiative (AMSTI) Section of the Alabama State
Department of Education intends to hire an Education Administrator I to assist AMSTI
with the implementation of K-12 science.

Duties will include, but not limited to the following.

- Oversee the day-to-day operation of the elementary and middle science component
  of the AMSTI so that timetables, agendas, and training goals are met at each of the
  AMSTI regional site.
- Supervise the work of assigned State Department of Education AMSTI science
  education specialists, field staff, AMSTI site directors and specialists, and trainers
  hired to support the AMSTI program across the state.
- Oversee the development and revision of documents including presenter guides,
  trainer guides, participant manuals, materials lists, and the committees or staff
  appointed to conduct such work.
- Coordinate staffing, schedules, and training at regional AMSTI site’s summer
  institutes, as assigned.

Minimum Knowledge, Skills, and Abilities Required:

Education: Master’s Degree from an accredited college or university in an approved
subject matter or education specialty area.

Experience:
- Minimum six years teaching experience required in the area of science.
- Knowledge of AMSTI is highly preferred.
- Prior administration experience preferred.
Other Skills:

- Strong motivation skills
- Excellent verbal and written communication skills
- Ability to develop and oversee budgets and contracts
- Strong computer skills, including the ability to develop and utilize spreadsheets and databases, to manage web pages, and to work fluently in G Suite
- Excellent people/relationship building skills
- Organizational and data management skills required
- Ability to use problem-solving skills to generate solutions
- Must be team-oriented and flexible
- Understanding of 3-dimensional science instruction and assessment
- Ability to deliver presentations to professional audiences
- Familiar with recent research-based strategies, materials, and models

How to Apply:

Step 1: Applicants must complete the state required online application process for this position prior to submitting a résumé, reference list, and cover letter to the contact person listed below. To apply online complete the Application for Examination Form available at: www.personnel.alabama.gov. Call State Personnel Department at 334-242-3389 for questions concerning the online process.

Step 2: Send cover letter and résumé as attachments to Mrs. Karen Dennis at kdennis@alsde.edu, contact number is 334-694-4692