



PROFESSIONAL DEVELOPMENT COORDINATOR

The Professional Development Coordinator serves a major role in the promotion of professional development opportunities for AMATYC members. The coordinator will work with the Executive Board, the AMATYC Office, and the AMATYC membership to coordinate professional development opportunities for two-year college mathematics instructors. The Professional Development Coordinator is recommended by the President and appointed by the Executive Board. The term length is three years; exceptions may be granted by the Board to waive the term limit for extenuating circumstances by a 2/3 vote of the Executive Board.

Qualifications:

- AMATYC member with a regular or life membership
- Good written and verbal communication skills
- Experience with program evaluation
- Well organized and able to work on a regular schedule
- Ability to respond to requests for professional development promptly
- Ability to work with colleagues and provide vision/leadership
- Ability to take direction from and work with others cooperatively
- Experience promoting and marketing educational programs and activities
- Experience collaborating with educational organizations and corporate entities
- Knowledge of professional development standards such as those established by the National Staff Development Council

Initial Duties:

- Work closely as an ex-officio member of the Professional Development Committee to make recommendations to the Executive Board to establish an initial budget in order to maintain AMATYC's ongoing commitment to providing the membership with professional development opportunities that meet the needs of two-year college mathematics faculty;
- Evaluate existing professional development opportunities and make recommendations concerning which to maintain, which to modify, and which to discard as AMATYC moves forward;
- Make recommendations concerning technology or software applications that AMATYC should acquire in order to conduct future professional development opportunities.

Ongoing Duties:

- Provide the Office with information on current professional development opportunities following the Spring Board Meeting
- Coordinate and encourage the development of professional development opportunities and activities
- Work with the Professional Development Committee to identify, recruit, and train facilitators of professional development activities
- Provide the AMATYC Website Coordinator with updated information on current and future professional development opportunities
- Coordinate the promotion of professional development opportunities
- Maintain regular contact with the AMATYC Office regarding professional development opportunities
- Develop, maintain, and review evaluation procedures for professional development opportunities
- Assist AMATYC's efforts to provide members with access to professional development information and to archive past professional development events
- Work closely with the Executive Board as an ex-officio member of the PDC
- Work with the PDC to establish an annual budget for professional development activities
- Prepare written Board reports twice annually using the format provided by the Board
- Collaborate with other educational organizations to provide professional development
- Work with the AMATYC Grants Coordinator to obtain grant funding for professional development
- Perform other duties necessary to promote successful professional development opportunities

AMATYC IS AN EQUAL OPPORTUNITY EMPLOYER

Please send a letter outlining your interest and capabilities with respect to position requirements, along with a resume, and three references as soon as possible to: Dr. Michael Hardie, AMATYC Treasurer; 902 Meadow Vista; Carson City, NV 89705 or to mikehardie@aol.com