

For the AMATYC Website:

## **Professional Development Coordinator Description, Duties, and Qualifications**

The complete list of qualifications and duties for the Professional Development Coordinator Position is below. Applicants should submit a letter of interest, current resume, and letter of support from their supervisor using the online form. **The position is open until filled.**

### **11.1.2 Professional Development Coordinator**

The Professional Development Coordinator serves a major role in the promotion of professional development opportunities for AMATYC members. <[SBM 2010](#)>

The Professional Development Coordinator is an *ex officio* member of the Professional Development Committee of the AMATYC Executive Board.

The Professional Development Coordinator will work with the Executive Board, the AMATYC Office, and the AMATYC membership to coordinate professional development opportunities for mathematics educators teaching students in the first two years of college.

### **Appointment Process**

The Professional Development Coordinator is recommended by the President and appointed by the Executive Board.

### **Term of Office**

The term length is three years. The starting date of each term is January 1 and the end date is December 31. The term limit is three consecutive terms; exceptions may be granted by the Executive Board to waive the term limit for extenuating circumstances by a 2/3 vote of the Executive Board.

### **Qualifications**

1. AMATYC member with a Regular or Life membership.
2. Proficient written and verbal communication skills
3. Proficient technology skills and access to fast and reliable Internet service.
4. Experience in program evaluation.
5. Experience in leading professional development activities.
6. Well organized and able to work on a regular schedule.
7. Ability to respond to requests for professional development promptly.
8. Ability to work with colleagues and to provide leadership and vision.

9. Ability to take direction from and work with others cooperatively.
10. Experience promoting and marketing educational programs and activities.
11. Experience collaborating with educational organizations and corporate entities.

## **Duties**

1. Serve as an *ex officio* member of the Professional Development Committee.
2. Work with the Professional Development Committee to monitor an annual budget for professional development opportunities.
3. Advocate for AMATYC's ongoing commitment to providing the membership with professional development opportunities that meet the needs of mathematics faculty teaching students in the first two years of college.
4. Coordinate and encourage the development of professional development opportunities and activities.
5. Provide the AMATYC Website Coordinator with updated information on the current and future professional development opportunities, including ensuring that the professional development form on the AMATYC website is updated.
6. Coordinate the promotion of professional development opportunities, through activities such as, but not limited to, the Professional Development Brochure, communication with AMATYC affiliates and institutional members, preparation of articles about Professional Development for the *AMATYC News*, maintaining an ad for the *MathAMATYC* Educator, and working with the Social Media Committee.
7. Develop, maintain, and review evaluation procedures for professional development opportunities
8. Evaluate existing professional development opportunities and make recommendations concerning which to maintain, which to modify, and which to discard as AMATYC moves forward.
9. Maintain historical records of past professional development events.
10. Work with the Professional Development Committee, Conference Committee, Academic Committee Chairs, and ANet Leaders, to identify and recruit facilitators of professional development activities.
11. Assist the Conference Committee with virtual conferences.
12. Assist with position statement hearings.
13. Collaborate with other educational organizations and related corporate entities to provide professional development opportunities and activities to mathematics educators teaching students in the first two years of college.
14. Work with the AMATYC Grants Coordinator, as needed, to provide input for grants which involve funding for professional development activities and opportunities.
15. Maintain regular contact with the AMATYC Office regarding professional development opportunities and activities.

16. Submit a written Executive Board report twice annually (2/15 and 9/15) to the Executive Board liaison using the format provided by the Executive Board.
17. Perform other duties necessary to promote successful professional development opportunities.