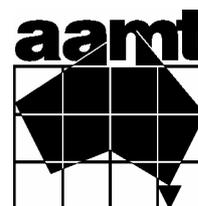


THE AUSTRALIAN ASSOCIATION OF MATHEMATICS TEACHERS INC.



JOB SPECIFICATION AND SELECTION CRITERIA

Project Manager: Online Teacher Support

Position title:	Project Manager – Online Teacher Support
Hours:	This is a full-time contract position until 31 December 2013 in the first instance. Extension of the contract to mid-2016 may be negotiated. Some after hours and weekend work, and interstate travel will be required.
Reporting to:	AAMT Chief Executive Officer
Employment location:	To be determined in consultation with appointee; AAMT Head Office in Adelaide is preferred.
Salary range:	From \$100 000 according qualifications and experience.

Position context

The Australian Association of Mathematics Teachers (AAMT) is the nation's premier organisation of mathematics educators. It was established in 1966 and aims to:

- support and enhance the work of mathematics teachers;
- promote the learning of mathematics; and
- promote progress in mathematics and numeracy education.

AAMT is a federation of eight state/territory associations. AAMT has an annual membership of over 5000 individuals and institutions.

For more details about the Association and its activities go to www.aamt.edu.au.

With funding from the Australian Government under The Mathematics and Science Participation Program AAMT will undertake a project over the period to mid-2016 to develop, pilot, establish and promote a range of online means for teachers of mathematics at all levels to access advice and support as they implement the *Australian Curriculum: Mathematics*. This is AAMT Online Advisory Services project

Further, AAMT is looking to establish a range of other online mechanisms to provide professional learning and support for teachers of mathematics across the country, especially in regional, rural and remote areas.

The Association is seeking the services of a suitably qualified professional educator to lead the work on these projects.

Summary of the position

1. The Role of the Project Manager: Online Teacher Support

The Project Manager: Online Teacher Support provides high level professional leadership in a range of the AAMT's online activities. These include the AAMT Online Advisory Services project and other projects that the AAMT may establish from time to time.

The Project Manager: Online Teacher Support reports to the AAMT Chief Executive Officer and will work closely with others in the AAMT Office to form a close knit, highly professional team that supports the work of members and furthers the aims of the AAMT.

Specifically, the Project Manager: Online Teacher Support will:

- Manage, lead and undertake professional work on all aspects of the *Online Advisory Services* Project including researching the needs of teachers of mathematics and possible technologies for meeting these; planning and evaluating pilots of online advisory services; promoting services with members and others; liaising with relevant officers of DEEWR; and preparing annual plans and progress reports as needed;
- Manage, lead and undertake professional work on projects of the AAMT to provide online professional learning for members and others;
- Provide advice and support for AAMT's state and territory Affiliates;
- Contribute to the planning and conduct of AAMT biennial conferences;
- Contribute to the AAMT's development of policy and programs in general, and in particular in relation to online services to members;
- Monitor and manage project budgets; and
- Other duties as may be required from time to time.

2. Reporting/working relationships

Reports to the AAMT Chief Executive Officer.

3. Note on location

Although there is a preference for the Project Manager: Online Teacher Support to work from the AAMT National Office in Adelaide, an alternative work location may be negotiated with the successful applicant.

4. Starting date

The appointee will be expected to commence duties as soon as is practical, and certainly before mid-January 2013.

How to apply

Applications marked CONFIDENTIAL should be addressed to

Mr Will Morony
Chief Executive Officer
AAMT
GPO Box 1729
ADELAIDE SA 5001

or by email to office@aamt.edu.au; please include “Project Manager: Online Teacher Support” in the subject line when submitting applications via email.

Applications should include a statement addressing each of the Selection Criteria and a *curriculum vitae* which includes the names and contact details (email, telephone) of three referees. Applications should not exceed 3500 words in total.

Inquiries

Mr Will Morony, AAMT Chief Executive Officer
wmorony@aamt.edu.au; 08 8363 0288 or 041 99 44 910

Applications close

07 November 2012 at 5.00 pm (Adelaide time).

Essential selection criteria

Qualifications

1. Ability to be registered as a teacher in South Australia
2. Tertiary qualifications in a field related to the work of the Project Manager (Mathematics, Mathematics Education, ICT Education etc.)

Person specifications

3. High level oral, written and electronic communication skills
4. Independent worker with superior organisational skills, the ability to set goals, prioritise work and manage multiple, simultaneous tasks
5. Proven ability to collaborate effectively with a wide range of people and networks
6. Proven ability to work as an effective team/group member and leader
7. Proven capacity to manage multiple demands and meet deadlines

Experience

8. Experience of using ICTs for professional learning and networking
9. Breadth of experience in leading teacher professional learning across a range of levels of schooling
10. Involvement in projects and initiatives beyond the individual school (cluster, district, state or territory, national)

Knowledge

11. Opportunities and barriers experienced by teachers in using online means for professional learning and networking
12. Priorities and trends in education in Australia, particularly as these relate to mathematics education.

Desirable criteria

Qualifications

13. Post-graduate qualifications in mathematics, mathematics education, ICT in education or other field related to the work of the Project Manager.

Experience

14. Working with volunteers in a professional association

Background to the AAMT and its activities

The Australian Association of Mathematics Teachers Inc. was founded in 1966 as a ‘federation’ of mathematics teacher professional associations in the states and territories. The AAMT is the nation’s pre-eminent professional association in school mathematics and numeracy education. It exists to:

- support and enhance the work of mathematics teachers;
- promote the learning of mathematics; and
- promote progress in mathematics and numeracy education.

The nature of the organisation has enabled the AAMT to play a significant role of national leadership in mathematics and numeracy education over many years.

Membership

The Association’s members come from all states and territories and all levels of government and non-government schools. They form an extensive network of committed and enthusiastic mathematics and numeracy education professionals including teachers, academics, policy leaders and administrators.

Currently the Association has approximately 5,000 members — 2,400 of these are individual teachers. The rest are Institutional members (schools), this giving the AAMT direct contact with more than 25,000 teachers and others.

Governance and funding

The Council of the AAMT is the decision-making body (like the ‘board of directors’) The Council consists of one member from each state and territory, plus the President, President Elect or Immediate Past President and Treasurer.

A secretariat of seven paid staff (currently 3.0 FTE ‘professional’; 3.3 Administrative and Technical) work in the AAMT’s headquarters in suburban Adelaide.

The AAMT is a not-for-profit organization with ATO charitable status. The Association is funded through membership fees and its other activities. There is no annual funding from any government. Average annual turnover is more than \$1 million.

Activities

Through the work of its volunteer members and highly skilled staff, the AAMT, in conjunction with its state and territory Affiliates, provides a range of services for teachers and schools that includes:

- Three refereed journals (primary, middle school and senior secondary)
- Annual Activities that promote the learning of mathematics by students and teachers, including the National Mathematics Day, National Mathematics Talent Quest and numeracy activities as part of National Literacy and Numeracy Week.
- An extensive catalogue of teaching materials
- Professional Development activities including electronic networking of teachers and biennial conferences.
- Projects to undertake research, and curriculum and professional development (see below for a listing of some relevant recent projects)