



# MMSA

The Maine Mathematics and Science Alliance is a small non-profit organization based in Augusta, ME. We develop and apply research and best practices in science, technology, engineering, and math (STEM) education. MMSA's special strength is rooted in building relationships among schools, organizations, individuals, and communities to advance STEM education in Maine and the nation. MMSA offers a work culture that is very team-oriented, welcomes a mix of working-from-home and in-office work schedules, and is rooted in the belief that high-quality professional development and programming can influence the future of our state. MMSA staff has some of the best talent in STEM education, including researchers and curriculum specialists.

<b>Job Title</b>	STEM Education Specialist in Artificial Intelligence
<b>Department</b>	Computer Science
<b>Supervisor</b>	Stefany Burrell
<b>Designation</b>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Salary Range</b>	
x 100% Project Funded <input type="checkbox"/> Partially Project Funded ____% <input type="checkbox"/> Budgeted General Position	

## Purpose of the Position

This position will ensure MMSA's programming remains at the cutting edge in the ever-changing AI education landscape and how artificial intelligence (AI) impacts teaching and learning across Maine. The STEM Education Specialist in AI will support educators, administrators, and school districts in understanding, implementing, and integrating AI tools in ways that increase instructional efficiency, deepen student learning, and prepare Maine's future workforce.

Initially, the Specialist will play a key role in the STEM Workforce Ready 2030 (WFR) project, supporting districts in scaling AI-enabled instructional practices, co-designing professional learning, understanding how AI skills can integrate into existing curricula, and building statewide capacity for responsible AI use. This work involves collaboration with educators, school leaders, state partners, youth, and community stakeholders. Additionally, this position will support the Rural Energy Futures High School program by working with teachers to build energy-related AI concepts into their STEM curriculum and instruction, including how AI is influencing future career opportunities in energy transitions.

## Essential Duties and Responsibilities

### *AI Integration & Educator Support*

- Support K-12 teachers in using AI tools to improve instructional efficiency, streamline workflow, and support personalized learning.
- Co-design and deliver professional learning focused on AI literacy, responsible AI use, and integration of AI skills into STEM and interdisciplinary curricula.
- Help educators incorporate AI into project-based learning, data-rich investigations, computational thinking, and problem-solving activities.

- Develop guidance and resources that help teachers implement AI with diverse learners, including rural and under-resourced communities.

### ***Curriculum & Student Learning***

- Collaborate with educators to embed age-appropriate AI skills and concepts into classroom instruction across STEM subjects.
- Model classroom-ready strategies that help students understand AI systems, applications, ethics, and limitations.
- Support the development of instructional materials, AI-enabled learning experiences, and student-facing tools aligned with project goals.

### ***District Policy & Protocol Development***

- Work with administrators, district leaders, and regional partners to support the design of AI policies, procedures, and governance frameworks for responsible adoption.
- Provide expertise on AI safety, data privacy, transparency, intellectual property, and academic integrity considerations.
- Offer consultation to districts implementing new AI tools, platforms, and workflows.
- Share AI education policy and strategies designed in other regions that align with local goals.

### ***Professional Development Delivery***

- Deliver high-quality in-person and virtual professional development, summer institutes, and ongoing coaching, including the CS Summer of Fun week-long professional institute held each July.
- Customize professional learning to meet the needs of rural Maine districts and diverse educator populations.
- Support teacher cohorts as they pilot AI tools and AI-informed instructional strategies.

### ***Networking & Collaboration***

- Establish and maintain strong relationships with schools, districts, state agencies, workforce partners, and partner organizations.
- Represent MMSA in regional and national networks related to AI education and STEM workforce development.
- Coordinate with MMSA staff to align AI-related work with existing STEM, computer science, and research initiatives.

### ***Additional Responsibilities***

- Contribute to MMSA's grant development efforts related to AI, STEM workforce needs, and innovative teaching models.
- Create and refine resources, tools, and frameworks that support scalable AI integration in Maine schools.
- Share expertise with MMSA colleagues through internal training, collaboration, and cross-project support.

MMSA offers a flexible work schedule that includes working off-site with the approval of their supervisor. Staff are expected to be in the office for monthly Tuesday staff meetings and at other times as needed. This position will need to travel regularly across the state, including overnights, to locations elsewhere in Maine as well as nationally.

This position will remain open until a suitable candidate is found. Please send a resume and cover letter to [hr@mmsa.org](mailto:hr@mmsa.org).