

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, STEM (Science Technology Engineering Math)

REQUIRED QUALIFICATIONS

1. Master's Degree in Education preferred.
2. Must hold or is eligible for a valid Florida Professional Educator's Certificate in one or more of the STEM subject areas.
3. Three (3) years successful teaching experience in Science, Technology, Engineering, or Mathematics .
4. Experience in coordinating professional development related to performance responsibilities.
5. Strong communication skills and ability to work with adult learners.

KNOWLEDGE, SKILLS AND ABILITIES

- Evidence of a strong grasp of math and science content and standards.
- Ability to model effective instructional practices in science, technology, engineering, and math.
- Shows evidence of incorporating technology into teaching practices.
- Is a strong advocate for hands-on learning for science and math.
- Ability to recommend, utilize and train others in current technologies.
- Is a strong advocate for both math, science and STEM education and has demonstrated work to provide access to rigorous instruction and resources for all students.
- Skill in maintaining balance, integration and integrity in academic programs.
- Ability to demonstrate leadership and decision making in a wide variety of situations.
- Ability to collaborate effectively with district instructional team, school-based administrators, instructional coaches, teachers, and communities.
- Skill in effective oral and written communication.
- Strong planning and organizational skills.
- Ability to work effectively and cooperatively with State cadres of STEM coaches.
- Ability to process, analyze and make judgments regarding a wide variety of information.
- Skill in promoting the professional development of others.
- Demonstrates strong technology skills.
- Knowledge of Differentiated Accountability requirements.

REPORTS TO:

Director of Curriculum

JOB GOAL

To provide professional development in and promote and enhance STEM programs in our district

PERFORMANCE RESPONSIBILITIES:

1. Assists in maintaining and ensuring a consistent, rigorous and equitable educational experience across all schools in STEM subject areas.
2. Facilitates a short- and long-term plan for the district to integrate STEM principles (purposeful technology infusion, rigorous project based and applied learning experiences, school-to-work connections for students, and 21st Century skills) into the instructional program .
3. Collaborates with Career and Technical Education to align CTE programs/curricula and core content.
4. Creates a STEM curriculum committee with representatives from all levels.
5. Chairs regular meetings of the STEM curriculum committee.
6. Assists teachers and staff in acquiring current, appropriate materials (including print, software and hardware, equipment).
7. Spends time in classrooms working with teachers on best instructional practices.
8. Uses data derived from varied assessment tools to facilitate planning for continuous improvement in student achievement.
9. Is the point of contact for collaborating with partnerships, universities, state and national organizations with the goal of promoting STEM education in schools.
10. Functions effectively as a liaison between administration, school sites, Florida STEM stakeholders, parents, and students for the purpose of supporting approved STEM education programs.
11. Organizes meaningful, practical, ongoing professional development in content and pedagogy.
12. Follows current research and embeds those practices into professional development.
13. Oversees the work being done to create and promote math and science support programs, including software and hardware, techniques, innovative practices training for teachers.
14. Coordinates and facilitates student participation in local, state and/or national STEM organizations and competitions.
15. Provides opportunities for parent forums and other educational efforts to demonstrate the relevance of STEM education.
16. Provides leadership in developing and revising as needed the curriculum scope and sequence for K-12 Mathematics and Science.
17. Monitors school level programs as appropriate to ensure compliance with statutes, regulations and district policy.
18. Identifies master teachers with potential for sharing desirable practices consistent with district goals throughout the school system.
19. Assists with district instructional materials adoption for STEM instructional materials.
20. Assists in the preparation of grant applications and work with program development projects.
21. Provides technical assistance for teachers as requested by school administrators.
22. Participates in professional organizations and continuously updates knowledge of subject area responsibilities.
23. Provides schools guidance and resources regarding state end-of-course exams.
24. Acts as a resource to schools in the school improvement planning and implementation processes.
25. Assists in the implementation of the National Council of Teachers of Mathematics (NCTM) Curriculum Standards (K-12) and the Next Generation Sunshine State Standards in Mathematics and Science (K-12).

26. Reviews and recommends changes in procedures and policies, including the program of studies and the *Comprehensive Student Progression Plan*.
27. Evaluates assessment data and provides assistance to district and school personnel to increase student achievement and outcomes on district exams, Advanced Placement exams, industry certification exams, and state accountability.
28. Ensures all required elements of Florida's Differentiated Accountability requirements, as they relate to STEM, are being met.
29. Performs other related duties as assigned by Director of Curriculum and Assistant Superintendent.
- *(30) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Lane C STE

Salary Index .9401 of the Administrative Salary Schedule

DOE Job Code 63039

Revised Board Approval 04/11/2017