JOB DESCRIPTION

District STEAM Coordinator

JOB TITLE: District STEAM Coordinator

WAGE/HOUR STATUS: Exempt

REPORTS TO: Magnet Grant Director

TERMS: 217 Days

DEPARTMENT: Curriculum and Instruction

PAY GRADE: Administrative 1 (Plus Stipend)

PRIMARY PURPOSE:

To provide instructional support for science, technology, engineering, arts, and mathematics focused on the critical elements essential to successful STEAM integration into the secondary curriculum. This educator will work in conjunction with the Magnet Office, Office of Curriculum & Instruction, campus administrators, and teaching staff to advise, model, and promote the elements of STEAM instruction that will help the district to meet its goals and expectations. She/he is responsible for coaching teachers in the development and delivery of STEAM-based curriculum. In addition, the STEAM Specialist may assist with the planning and conducting of department/program meetings, advisory committee meetings, and coordinating department/program activities.

QUALIFICATIONS:

Education/Certification:

- Master's Degree from an accredited college or university
- Texas Mid-management or other appropriate certification
- Certification in Texas Teacher Evaluation & Support System (T-TESS)
- Valid Texas teaching certification
- Understands needs of students and staff within a multi-cultural environment

Special Knowledge/Skills:

- Ability to work towards goals and objectives
- Ability to coordinate and implement multiple activities/programs
- Knowledge of successful instructional strategies, especially in the areas associated with STEAM education (e.g., Project-based learning, student-centered instruction)
- A deep understanding of Texas Essential Knowledge and Skills (TEKS) associated with Secondary STEAM areas
- Excellent communication skills
- Proven ability to collaborate with teachers regarding student learning
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QUALIFICATIONS: (continued)

Experience:

A minimum of five years of teaching experience
Three to five year experience in one or more teaching areas involving STEAM education
Two to three years of administrative experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Model, train, co-plan, and co-teach with individual teachers or groups of teachers in a manner that is consistent with guidelines established by Texas Education Agency, board policies, and administrative regulations

2. Work in conjunction with the Elementary STEAM Specialist to provide a district-wide STEAM program for students

3. Assist the Magnet IB Specialists when needed to help in reaching goals and objectives for the district’s magnet program

4. Assists staff with curriculum development, revisions and/or redesign in order to facilitate the delivery of effective STEAM-based curriculum

5. Assists staff with instruction, course evaluation and revision, as needed

6. Model and provide guidance for teachers utilizing STEAM and Project-based learning strategies

7. Work with district and campus leaders to monitor and assess the quality of the secondary STEAM curriculum and instruction

8. Provide recommendations to district and campus leadership, as necessary, on how to improve STEAM instruction and integration into the curriculum

9. Expose STEAM to other staff, students, parents, and school community to develop students into global graduates

10. Assist in the development and implementation of STEAM presentations and special events/activities for a variety of audiences

11. Shares Secondary STEAM activities with public and community relations personnel for sharing on public and social media platforms
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

12. Attend professional development and training related to STEAM programs and methodologies, staying abreast of current research

13. Assist in the selection of books, equipment, and other instructional materials

14. Prepare necessary federal, state, and local reports and documents as required

15. Collaborate and communicate with other district departments and employees to carry out the functions of the job

16. Prepare correspondence, forms, and reports as required

17. Assist in the direction, development, and implementation of staff development and training programs

18. Comply with district policies, as well as state and federal laws and regulations

19. Adhere to the district’s safety policies and procedures

20. Maintain confidentiality in the conduct of district business

21. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

22. Demonstrate regular and prompt attendance

23. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Magnet School District office personnel

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment
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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of administrative personnel

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: __________________________________________

Signature: __________________________ Date: __________________

ESTABLISHED/REVISED: Aug., 2018