**JOB DESCRIPTION**

**Elementary STEAM Specialist**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Elementary STEAM Specialist</th>
<th>WAGE/HOUR STATUS:</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORTS TO:</td>
<td>Principal</td>
<td>TERMS:</td>
<td>197 Days</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Curriculum and Instruction</td>
<td>PAY GRADE:</td>
<td>Administrative 1 (Plus Stipend)</td>
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</tbody>
</table>

**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 elementary 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:**

Bachelor’s degree from an accredited college or university  
Valid Texas teaching certification

**Special Knowledge/Skills:**

- Specific knowledge of STEAM subjects  
- 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

**Experience:**

A minimum of five years of teaching experience  
Three to five year experience in one or more teaching areas involving STEAM education
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 District STEAM Coordinator to provide a district-wide STEAM program for students

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

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

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

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

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

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

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

10. Shares elementary STEAM activities with public and community relations personnel for sharing on public and social media platforms

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

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

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

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

15. Prepare correspondence, forms, and reports as required
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

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

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

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

19. Maintain confidentiality in the conduct of district business

20. 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)

21. Demonstrate regular and prompt attendance

22. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

EQUIPMENT USED:

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

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).
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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: Jan., 2019