JOB DESCRIPTION

MAGNET/STEAM CURRICULAR SUPPORT SPECIALIST - ELEMENTARY

JOB TITLE: Magnet/STEAM Curricular Support Specialist-Elementary
WAGE/HOUR STATUS: Exempt

REPORTS TO: Campus Principal
TERMS: 203 Days

DEPARTMENT: Curriculum and Instruction
PAY GRADE: Administrative 1 Plus Stipend

PRIMARY PURPOSE:

To provide curriculum and instructional support for staff at the elementary campus to meet the goals and objectives of the district's Synergy Project Magnet Program. 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 high level 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 personalized, interdisciplinary, STEAM-infused and project-based curriculum. In addition, the Magnet/STEAM Curricular Support Specialist may assist with the planning and conducting of department/program meetings, advisory committee meetings, and coordinating department/program activities that assist the campus in reaching its goals and objectives.

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:
- 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
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QUALIFICATIONS: (continued)

Experience:
Minimum of five years of successful teaching experience
Three to five years of 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. Assists staff with curriculum development, revisions and/or redesign in order to facilitate the delivery of effective curriculum

3. Assist the Magnet Office in the preparation and collection of data for reporting purposes

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

5. Model and provide guidance for teachers utilizing learning strategies designed to help the district achieve its goals and objectives for the Magnet Program, including STEAM

6. Work with district and campus leaders to monitor and assess the quality of the curriculum and instruction, especially in the areas of STEAM

7. Provide recommendations to district and campus leadership, as necessary, on how to improve instruction and integration of high level, STEAM-infused instructional strategies into the curriculum

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

9. Assist in the development and implementation of presentations and special events/activities for a variety of audiences
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

10. Share Magnet/STEAM Program activities with public and community relations personnel for sharing on public and social media platforms
11. Attend professional development and training related to Magnet/STEAM programs and methodologies, staying abreast of current research
12. Assist in the selection of books, equipment, and other instructional materials
13. Collaborate and communicate with other district departments and employees to carry out the functions of the job
14. Prepare correspondence, forms, and reports as required
15. Assist in the direction, development, and implementation of staff development and training programs
16. Comply with district policies, as well as state and federal laws and regulations
17. Adhere to the district's safety policies and procedures
18. Maintain confidentiality in the conduct of district business
19. 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)
20. Demonstrate regular and prompt attendance
21. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teachers and teacher aide(s) as required

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: Jan., 2019