



Longview Independent School District

JOB DESCRIPTION

MAGNET COORDINATOR/ROBOTICS SPECIALIST ELEMENTARY STEAM ACADEMY

JOB TITLE:	Magnet Coordinator/ Robotics Specialist Elementary STEAM Academy	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	197 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Teacher Pay Schedule (Grant Funded)

PRIMARY PURPOSE:

The Coordinator will provide professional development that will expand and refine the understanding about research-based effective Problem Based learning and STEAM. Enrich and support teaching and learning in the development/incorporation of cooperative learning strategies, authentic assessment, technology integration, and PBL into the lesson plan. Coordinate campus field trips and shadowing opportunities for students. Develop partnerships with local businesses, educational institutions of higher learning to provide opportunities for students to learn about colleges and explore career options. The coordinator will be in charge of developing strategies and programs to enhance parental involvement opportunities on the campus. Provides instruction, training, and resources in order to facilitate the use of technology (Sphero, Little bits, Drones, Ozobots, etc.) in the classroom and Smart Lab which will increase student use and knowledge about technology; requires creativity and adaptive thinking to match teaching objectives, learning strategies and instructional plans with student's abilities.

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from accredited college or university
Valid Texas teaching certificate with required endorsements for subject and level assigned
Demonstrate competency in the core academic subject area assigned

Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills



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QUALIFICATIONS: (continued)

Minimum Experience:

At least one year of field experience (student teaching) or approved internship

MAJOR RESPONSIBILITIES AND DUTIES:

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required; prepare lesson plans that reflect accommodations for differences in individual student differences
2. Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
3. Plan and use appropriate and innovative instructional and learning strategies, activities, materials, equipment and technology that reflect understanding of the learning styles and needs of students assigned
4. Participate in development of STEAM educational programs
5. Conduct assessments of student learning styles and use results to plan instructional activities
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
7. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
8. Plan and supervise assignments to instructional aide(s) and volunteer(s) and oversee completion
9. Use technology to strengthen the teaching/learning process
10. Help students analyze and improve study methods and habits; tutor students to accelerate learning
11. Conduct ongoing assessment of student achievement through formal and informal testing



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

12. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal
13. Be a positive role model for students; support mission of school district
14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
15. Manage student behavior in accordance with Student Code of Conduct and student handbook
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
17. Assist in selection of books, equipment, and other instructional materials
18. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers
19. Maintain a professional relationship with all colleagues, students, parents, and community members
20. Use effective communication skills to present information accurately and clearly
21. Participate in the district staff development program
22. Demonstrate interest and initiative in professional improvement
23. Demonstrate behavior that is professional, ethical, and responsible
24. Compile, maintain, and file all reports, records, and other documents required
25. Attend and participate in faculty meetings and serve on staff committees as required
26. Comply with district policies, as well as state and federal laws and regulations
27. Adhere to the district's safety policies and procedures



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

28. Maintain confidentiality in the conduct of district business
29. 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)
30. Demonstrate regular and prompt attendance
31. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

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.



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EVALUATION:

Teacher Evaluation and Support System (T-TESS)

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: May, 2019