



K-5 STEM Specialist Job Description

Position Title: K-5 STEM Specialist

Reports To: Executive Director, K-12 Curriculum & Instruction

Supported By: K-12 Curriculum & Instruction, Leadership and Professional Development Team

Employment Terms: Permanent, 100%, 12 months, Certified, Exempt

Salary: Salary in accordance with the applicable state teacher's salary schedule

Qualifications:

1. Master's Degree in STEM field(s), curriculum and instruction or education, preferred
2. Experience in leading curriculum development and professional development
3. Strong knowledge of NC Standard Course of Study in designated content
4. A minimum of four years' experience as a successful classroom teacher in designated content, preferred
5. Experience interpreting, analyzing and using data
6. K-6, licensure
7. Experience coaching and mentoring teachers
8. Experience leading PLTs, preferably using the CFIP Protocol
9. Ability to work well with adults in a collaborative manner

General Statement of Job:

The K-5 STEM Specialist will be assigned a group of schools to support and will work with School based Teaching & Learning Coaches to ensure that all teachers are focused on improving academic achievement in STEM through use of district curricula and support materials. The K-5 STEM Specialist may model lessons, plan collaboratively with teachers, lead and/or participate in school-based PLTs, and develop District curriculum resources.

Responsibilities:

- Develop and design STEM curriculum materials including unit maps, common assessments, vocabulary resources, curriculum overviews, and other curriculum support documents to be used across Durham Public Schools.
- Facilitate change in instructional practices that will enable teachers to diagnose students' needs more analytically, plan more productively, and teach more effectively.
- Lead grade-level, vertical, and /or departmental teams in analyzing assessment data and student work to develop plans for improving STEM instruction and technology integration.
- Teach, model and facilitate high impact instructional strategies
- Provide specific technology integration and differentiation strategies that enable teachers to meet the needs of all readers of all abilities.
- Disseminate information about current trends, research, and practices to influence student outcomes.

- Network with other content leaders (local, regional, state, etc) and participate fully in ongoing professional development to extend instructional competencies in all STEM content areas.
- Advise Teaching & Learning Coaches (TLCs) in coordination of school level STEM initiatives.
- Collaborate with school leaders to keep informed of all instructional improvement efforts.
- Design, lead, and participate in district professional development and communicate information with STEM teachers across Durham Public Schools.
- Other duties as assigned by the K-12 Executive Director of Curriculum & Instruction and/or District Curriculum Specialists.

PROFESSIONAL ATTITUDE AND CONDUCT

- Accepts and recognizes the value of the contribution of others
- Develops leadership and responsibility in colleagues
- Accepts and uses constructive feedback
- Attends and constructively participates in meetings and professional development activities
- Demonstrates skill in giving and receiving feedback
- Identifies problems and issues and works collaboratively to contribute ideas towards solutions
- Maintains communication with immediate supervisor on all matters and significant developments
- Uses verbal and non-verbal communication in a manner respectful of others
- Writes and speaks clearly and concisely so that the message is understood
- Uses active listening skills
- Consistently demonstrates customer excellence standards
- Demonstrates positive support through actions and words as ambassadors of schools and our district
- Dresses for success according to job responsibilities
- Treats all stakeholders in a respectful and helpful manner
- Cooperates with administration in the performance of additional duties
- Demonstrates successful completion of tasks according to specified timelines
- Displays confident posture and maintains self-control
- Makes wise and appropriate decisions after identifying and analyzing relevant information
- Minimizes bias in self and others and accepts responsibility for his/her own actions
- Adheres to DPS' Board policies and procedures and administrative rules, guidelines, and regulations
- Punctual, and willingness to work additional hours when deemed necessary
- Adheres to ethical, legal and professional standards
- Follows directives as assigned by supervisor
- Maintains confidentiality
- Uses proper administrative procedures for making requests and resolving conflicts
- Gather/compile district information and prepare reports to share internally and externally.
- Maintain a weekly activity log to document and reflect upon accomplishments and challenges.
- Perform other duties and responsibilities as assigned

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