Job Title: Director of STEM

Reports To: Deputy Supt of Teaching and Learning

Dept./School: Teaching & Learning/Ed Center

Funding Source: Local

Wage/Hour Status: Exempt

Pay Grade: Admin 4

Date Revised: 05/21/2019

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Primary Purpose
Plan, implement and evaluate the STEM K-12 program and oversee instructional coaching assistance to STEM teachers in building capacity, content knowledge, and improve their skill level for instructional planning and delivery of instruction as evidenced in student performance as well as provide leadership in all aspects of the STEM initiative. Establish and monitor an instructional environment that promotes high expectations to meet GPISD Mission, Goals, and objectives.

Qualifications

Education/Certification
Master’s Degree
Valid teaching certificate
Degree or experience in curriculum and instruction or education administration
Valid Mid-Management/Principal certification preferred

Special Knowledge/Skills
Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.
Communication and organization skills are required as well.
Demonstrates evidence of flexible and innovative thinking and willingness to accept new ideas and constructive feedback for personal, professional, and program growth and development.
Ability to develop and provide professional development to adult learners
Knowledge of curriculum and instruction
Knowledge and skills for assessing and analyzing data
Ability to evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to interpret data
Strong communication, public relations, and interpersonal skills
Maintain confidentiality at all times regarding student, staff and school information

Experience
Experience in STEM and/or related field
At least three (3) years’ experience in the classroom
Experience in working with diverse student populations
Experience in leadership roles recommended
Such alternatives to the above qualifications as the administration may find appropriate and acceptable
On the following pages, you will find the evaluation rubric that supports the position. An annual review of the duties assigned will be measured using the rubric and the explanation scales provided below.

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Major Responsibilities and Duties

_____ 1. Establish a STEM interdisciplinary instructional framework across grades K-12.

_____ 2. Knowledge and training in application of research-based teaching methods and learning strategies for both adult and student learners.

_____ 3. Knowledge of developmentally appropriate instructional strategies and student learning styles related to the unique learning needs of all students including those in special populations to ensure the academic success of students in programs within the STEM initiative.

_____ 4. Perform administrative and instructional functions as assigned by the campus principal, Head of School, and/or Superintendent.

_____ 5. Assume a major responsibility for specific instructional programs in the district in cooperation with the other administrators.

_____ 6. Propose schedules and extra-curricular activities.

_____ 7. Assist in the recruitment, retention, and supervision of the instructional staff as appropriate.

_____ 8. Implement and follow T STEM Guidelines and regulations.

_____ 9. Serve as the T STEM contact and liaison between all stakeholders.

_____ 10. Demonstrate ability to interpret campus data for determining corrective interventions associated with instructional decisions and programming which impact teacher instruction and student learning.

_____ 11. Maintain all administrative paperwork, reports, and correspondence related to the STEM Program.

_____ 12. Monitor Professional Development for the faculty and staff to ensure the campus is in compliance.
13. Assist in creating and maintaining a wide variety of master schedules with the leadership/administrative team to meet the needs of STEM programs.

14. Demonstrate ability to work collaboratively, respectfully, and professionally with all stakeholders for the purpose of campus improvement.

15. Evaluate and provide leadership for the overall instructional program of the school.

16. Responsible for the effective and efficient operation of curriculum and staff development.

17. Monitor classroom instruction, management of internal and external assessment data.

18. Attend Board Meetings.

19. Supervise the procurement and delivery of all instructional supplies and other laboratory materials needed for STEM instruction.

20. Participate in any grant writing activities to procure additional funding for the STEM program.

21. Ensure curriculum alignment with standards for the state of Texas.

22. Plan and implement summer staff development.

23. Attend teacher meetings, support teachers, and facilitate positive faculty dynamics.

24. Articulate and model the school’s values to students, families, staff and the community.

25. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.

26. Ensure the use of technology in the teaching-learning process.

27. Plan the necessary time, resources, and materials to support accomplishment of education goals.

28. Ensure that district goals and objectives are developed using collaborative processes and problem solving techniques when appropriate.

29. Work with outside entities and the GPISD Education Foundation to procure STEM funding.

Other

30. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

31. Has demonstrated the district’s established quality customer service standards.

Total/31
Comments:

Supervisory Responsibilities
Natural Science Education Center facilitator
Planetarium facilitator

Equipment Used

Working Conditions
Mental Demands/Physical Demands/Environmental Factors:

The usual and customary methods of performing the job's functions require the following physical demands: Collegiality and Teamwork; Some lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity; Generally the job requires 50% sitting, 25% walking, and 25% standing; the job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness. Ability to communicate effectively (verbal and written); interpret policy, procedures and date; coordinate campus functions; maintain emotional control under stress; may be required to work more than 40 hours during the workweek; may lift 5-10 pounds frequently, 10-50 pounds occasionally, and more than 50 pounds infrequently. Must maintain emotional control under stress; frequent walking, standing, stooping, kneeling, bending, and twisting. May move small stacks of textbooks, media equipment, desks and other classroom or adaptive equipment. May work indoors and outdoors in varying climate conditions. Subject to visual acuity, speech/hearing, hand/eye coordination and manual dexterity.
SUMMATION


Date of Conference: ___________________________

Employee’s Signature: __________________________

Appraiser’s Signature: __________________________