Pflugerville Independent School District - Job Description

Job Title/Position:	ACE STEM Associate, Educational Associate	**Department/School:**	ACE Campus
Pay Information:	CP5, incentive of $1000 longevity pay contingent on grant funds	**Supervised By:**	Campus Principal
FLSA:	Non-Exempt	**Date Revised:**	February 2026

Primary Purpose:

The K-5 STEM Educational Associate is an educator responsible for sparking curiosity and fostering a love for discovery in elementary students. The position will facilitate hands-on, inquiry-based learning that integrates Science, Technology, Engineering, and Mathematics. By guiding students through the Engineering Design Process (EDP), the Associate empowers them to become resilient problem-solvers and collaborators who can successfully navigate the "productive struggle" of iterative design. Funding for this position is contingent upon ACE grant funds. The position may be funded on a year-to-year basis according to available funds.

Qualifications (Education/Certification/Experience):

High school diploma or GED; at least 48 semester hours of college work, or a Paraprofessional Highly Qualified Certificate, or an Associate's degree or higher, and a valid Texas Paraprofessional Certificate (can obtain after hire). Experience working in a school setting. Science or STEM experience preferred.

Major Responsibilities:

1. Develop and deliver age-appropriate STEM lessons that align with state standards and foster a culture of inquiry.
2. Explicitly introduce and guide students through the Engineering Design Process, coaching them through the iterative cycle of defining problems, brainstorming, prototyping, testing, and refining solutions.
3. Introduce students to essential digital literacy, including block-based coding (e.g., Scratch, Blockly), robotics, and 3D design software.
4. Oversee the "Makerspace" or STEM lab, ensuring all materials (from cardboard and glue to 3D printers and circuits) are organized, safe, and stocked.
5. Partner with classroom teachers to design "bridge" projects that link STEM activities to core curriculum in Science, Math, Literacy, and Social Studies.
6. Utilize portfolios, rubrics, and project milestones to evaluate student growth in technical mastery and "soft skills" such as persistence, teamwork, and critical thinking.
7. Model and champion the highly effective use of educational technology while enforcing strict safety protocols for all equipment, including power tools and 3D printers.
8. Collaborate regularly with district-level instructional technology and STEM staff to ensure campus practices align with broader integration goals.
9. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
10. Perform other duties as assigned.

Special Knowledge/Skills:

- Proficiency in operating and troubleshooting a diverse range of hardware, including iPads, Chromebooks, and interactive classroom displays.
- Hands-on experience with educational robotics and coding platforms such as LEGO Education and Sphero.
- Practical knowledge of 3D printing technology, including design software and hardware maintenance.
- Advanced skill in using educational software suites (e.g., Google Workspace for Education) and a high level of comfort with online productivity tools.
- A proactive "early adopter" mindset with the ability to quickly master and implement emerging educational technologies.
- Proven ability to motivate, mentor, and engage reluctant learners through patience and high-energy encouragement.
- Strong interpersonal skills for working effectively within team-based environments and communicating with students, teachers, and staff.
- Ability to bridge the gap between complex technology and elementary-level curriculum to support both student and teacher success.

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of a computer; must be able to push, pull, lift, and/or carry at least 20 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____