**Director of STEM Education**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Executive Director of Instructional Services

**Dept/Campus:** Instructional Services **Paygrade**: Pro-6

**Wage/Hour Status:** Exempt **Date Revised**: December 2014

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Responsible for the leadership, effective operation and implementation for science, technology, engineering and math instructional programs of the district to ensure student success.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s degree preferred

Texas Mid-management or other appropriate Texas certificate

Certified Professional Development and Appraisal System (PDAS) appraiser preferred

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to interpret policy, procedures, and data

Strong communication, public relations, and interpersonal skills

Strong technology skills

Knowledge of math, science, and technology curriculum

Calm and patient demeanor with students and others

**Experience:**

Three years experience as a classroom teacher

Two years experience in instructional leadership role

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Facilitate the alignment and development of PK-12 science, technology, engineering and math curriculum based upon continuing systematic review and analysis.
2. Collaborate with district and campus administration to effectively coordinate district resources and programs and collaborate with instructional staff in evaluating and selecting instructional materials to meet student learning needs.
3. Direct the STEM program and plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
4. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
5. Work with appropriate staff to develop, maintain, and revise curriculum based on systematic review and analysis.
6. Plan the necessary time, resources, and materials to support accomplishment of educational goals.
7. Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
8. Participate in the district-level decision-making process to establish and review the district’s goals and objectives and major classroom instructional programs of the district.
9. Actively support the efforts of others to achieve district goals, objectives, and campus performance objectives (academic excellence indicators).
10. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
11. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
12. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
13. Implement policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
14. Compile, maintain, and present all reports, records, and other documents required.
15. Demonstrate awareness of district-community needs and oversee the STEM liaison committees.
16. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.
17. Model behaviors, which insure the development of a district team, focused on problem solving and meeting student needs.
18. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.
19. Actively seek training and information, which will enhance skills and knowledge, related to responsibilities.
20. Articulate the district’s mission, instructional philosophy, and curriculum implementation strategies to the community and solicit their support in realizing the mission.
21. Supervise, evaluate and manage instructional technology specialists and coordinators related to the STEM program
22. Responsible for partnerships with STEM related entities to enhance resources and join together support, funding and partnership opportunities that will benefit our students and staff
23. Manage the STEM budget funds and effectively spend budget funds related to program needs
24. Write, manage, and implement STEM related grants.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of instructional technology specialists, coordinators, and support staff in the curriculum department as assigned

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours.

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.

Employee Date

Supervisor Date