

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE**

Job Description

Job Title: STEM Coordinator

Department: Instruction

Date: April 2012

Reports To: Director of Curriculum and
Instruction

Calendar- 12 Months/Teacher Schedule

Purpose of Job

The purpose of this job is to assist and support district personnel in the implementation of STEM education programs. This coordinator position is responsible for researching, presenting, and guiding fidelity to program implementation. It includes the development and extension of school, higher education, and business partnerships in the STEM areas.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists district in organizing and coordinating STEM integration
- Analyzes data and develops recommendations for improvement where warranted to support the needs of educators
- Organizes, develops, coordinates, and provides trainings for school administrators and professional staff related to STEM integration in the classroom
- Coordinates efforts of the professional staff in projects of STEM curriculum development and improvement
- Models effective STEM content area instructional practices for classroom teachers
- Develops content specific professional development programs for K-12
- Keeps abreast of current research in the area of curriculum development and maintains an active participation with educational leaders in curriculum and instruction at the state, regional, and national levels
- Assists in the development of sections of budgets that pertain to STEM
- Coordinates the selection and inventory of related instructional materials, software and hardware
- Assists in writing and submitting grants

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's Degree or higher from an accredited university
- Minimum five years successful experience in classroom teaching in the subject for which he or she will serve as coordinator
- Tennessee professional teacher license with endorsement in the assigned area of expertise or any equivalent combination of education, licensure and experience that provides the requisite knowledge and skills
- Tennessee driver's license

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

