



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **STEM Specialist**

Position Type: <b>Certified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Certified</b>	Location: <b>Schools (Canyon Springs)</b>
Reports to: <b>Gifted Services Coordinator</b>	
Term of Employment: <b>9 months</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>October 15, 2018</b>

### **POSITION SUMMARY:**

To support the development of a standards-based STEM curriculum, demonstrate instructional STEM content proficiency and support implementation of guaranteed and viable curriculum for the Renaissance Highly Gifted STEM Academy.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- **Curriculum, Instruction and Assessment:**
  - Supports the design and implementation of standards-based curriculum, assessment, and instruction to positively impact student achievement.
  - Assists the teaching staff in understanding and aligning the curriculum content standards and utilizing the adopted resources.
  - Recommends adjustment in curricular, assessment and instructional strategies resulting from the analysis of data.
  - Attends specific meetings which affect the curriculum, instruction, and assessment of grades K-12; prepares reports as needed.
  - Guides implementation of technology use with STEM content.

- Provides technical assistance to teachers and administrators in the analysis and interpretation of student data related to learning, achievement and to STEM content areas.
  - Displays awareness of additional resources to support adopted DVUSD curriculum and state standards.
  - Plans and coordinates STEM Nights at the assigned campus.
  - Creates educational opportunities for students through outreach to community and business resources.
  - Organizes, develops, coordinates and provides trainings for administrators and professional staff related to STEM best practices, NGSS Implementation, and Common Core Integration strategies and their integration into the classroom.
  - Works effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
  - Communicates effectively both orally and in writing.
  - Analyzes situations accurately and adopts an effective course of action.
  - Assists in the development of STEM curriculum for the Renaissance Highly Gifted STEM Academy.
  - Teachers and/or team teaches STEM lessons for the Renaissance Academy (grades 1-8).
  - Plans, develops and executes special events, summer programs, and other STEM related activities for Gifted Services.
  - Supports and encourages participation in PLTW competition, Science Fairs, NC Elementary Science Olympiad and other local, regional, state and national STEM programs and contests.
- **Professional Development:**
    - Designs and achieves a yearly professional development plan in conjunction with Gifted Services Dept.
    - Helps to design and implement professional development plans and/or assists teachers in achieving their goals.
    - Provides professional development for staff that is related to district and site goals.
    - Coaches science teachers in best practices for instruction and implementation of curriculum.
    - Utilizes data to determine adult learning priorities.
    - Teaches additional district professional development courses (some evenings and Saturdays required).
    - Conducts regular meetings with curricular teacher leaders at the school level.
    - Displays understanding of the different approaches to adult learning and aligns them with professional learning goals.

- Coordinates the PBL, Defined STEM Program, or other unique programs:
  - Using them in the Renaissance program (as determined by school and district administration)
  - Train and support school staff on the use of program
  
- **Professional Knowledge & Skills:**
  - Contributes to District level work teams and committees, providing a content-specific focus.
  - Displays pedagogical knowledge as outlined in the Arizona State Professional Teaching Standards.
  - Displays pedagogical knowledge as outlined in the Arizona Educational Technology Standards.
  - Demonstrates knowledge of the alignment of STEM curriculum with Arizona Academic Standards.
  - Shows evidence of collecting, analyzing and disaggregating data for the purpose of improving student achievement and evaluating curriculum and instructional goals.
  - Persists in seeking effective approaches for students and staff who need help.
  - Has an accurate impression of the lessons' effectiveness, the extent to which it achieved its goals, and can cite general references to support the judgment.
  - Effectively determines and clearly communicates instructional goals.
  - Remains current with legislative actions that relate to content area.
  - Recognizes the value of understanding the learning communities' interest and/or cultural heritage.
  - Utilizes technology in developing curricular, instructional, and assessment strategies.
  - Seeks out and participates in professional development activities.
  - Grows and develops professionally through reading, research, conference/workshop attendance, and other opportunities to enhance knowledge of curriculum, instruction and assessment.
  - Embeds knowledge and skills gained from professional development activities to support teachers in improving student achievement.
  - Uses the professional day in a purposeful and productive manner.
  - Completes assigned tasks and projects in a competent and timely fashion.
  - Communicates and responds to all stakeholders in a competent and timely fashion.
  - Communicates the mission, vision, core values, and goals of DVUSD in multiple ways to all stakeholders.
  - Works to develop a repertoire of leadership strategies.

- Applies district policies and administrative procedures fairly and consistently.
- Adheres to legal and procedural guidelines (i.e. Board Policy, ELL, Special Education).
- Demonstrates receptivity to ideas, challenges, and concerns presented by stakeholders.
- Must meet any additional specific job requirements as indicated by the district.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- None

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates excellence in working with students and adults and a commitment to professional collaboration.
- Demonstrates knowledge of state assessments, district assessments and formative assessments.
- Demonstrates the ability and desire to provide outstanding customer service.
- Effectively uses technology as a tool for planning and implementing instructional strategies and professional development.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have an in-depth knowledge of computers.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Arizona teaching certificate with Gifted Endorsement, required.
- Must meet all NCLB (Highly Qualified) qualifications in a STEM related area.
- Must attain SEI endorsement as required by Arizona Department of Education.

### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree (BA) or higher in education or related field from a four-year college or university.
- Minimum of five years of successful teaching experience. Three years of teaching experience in gifted education or related experience preferred.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*