

**JOB DESCRIPTION
ADMINISTRATIVE REGULATION GCA-RSTEM**

**1:0 ELEMENTARY/MIDDLE SCHOOL SCIENCE, TECHNOLOGY,
ENGINEERING AND MATH (STEM) COORDINATOR**

2:0 LINE AND STAFF RELATIONSHIP

2:1 The STEM Coordinator reports to the building principal(s) of Title 1 Schools.

3:0 FUNCTIONS AND DUTIES-THE STEM COORDINATOR SERVES AS A MEMBER OF A TEAM THAT FACILITATES AND DRIVES THE DISTRICT'S TEACHING AND LEARNING SYSTEM FOR ALL STUDENTS THAT INCLUDES THE DISTRICT'S CORE CURRICULUM, COMMON ASSESSMENTS, UNIVERSAL INSTRUCTIONAL PRACTICES, DATA TEAMS AND PROFESSIONAL DEVELOPMENT. THE FOCUS IS IN THE AREA OF MATHEMATICS AND THE INTEGRATION OF SCIENCE, TECHNOLOGY ENGINEERING, AND MATHEMATICS.

3:1 CURRICULUM, ASSESSMENT AND PROFESSIONAL DEVELOPMENT

3:1.1 The STEM Coordinator works with the Assistants to the Superintendent for Curriculum K-6 and 7-12 to ensure that Time Allotment Guidelines are appropriate and adhered to in the content areas of Science and Mathematics.

3:1.2 Ensures that teachers utilize curriculum documents (curriculum guide) that contain the core curriculum benchmarks, resources, timelines, articulation maps, and common assessments that are in alignment with the Common Core in the content areas of Science and Mathematics.

3:1.3 Contributes to the development of appropriate professional development activities and programs in accordance with instructional program content; student, teacher, and administrative needs indicated by programs curriculum, assessments, and district goals.

3:1.4 Guides the regularly scheduled meetings of assigned staff by grade, function, and/or discipline(s), and meets with others as required, or as needed with members of the Teaching and Learning Team in the areas of STEM.

3:1.5 Verifies vertical alignment of Curriculum Guides K-12 and identifies gaps/redundancies, if any.

3:2 INSTRUCTION

3:2.1 The STEM Coordinator will support the school and teachers in the implementation of our common language of pedagogy for all educators in the district.

3:2.2 The STEM Coordinator will model and observe classroom instruction and provides reflective feedback based on the districts Model of Instruction.

3:2.3 The STEM Coordinator will facilitate professional development opportunities based on our common language of pedagogy for all educators in the district.

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3:3 DATA

3:3.1 The STEM Coordinator will compile, organize and clearly articulate classroom, grade level and school data, and facilitate teacher data team dialogue and support data driven instructional adjustments.

3:3.2 The STEM Coordinator will serve on the school data team, analyzing and interpreting school wide data. Share school data, patterns, and trends at district level.

3:4 INTERVENTION

3:4.1 The STEM Coordinator will provide support to instructional staff to adjust their instructional strategies to meet the needs of each student by using formative assessment during instructional time, strategically differentiating, purposefully organizing group learning activities, and providing additional support and alternative strategies within the regular classroom.

3:4.2 The STEM Coordinator will support the school's system of tiered instruction and will support instructional staff with embedding formative assessments in daily classroom practice and use results to target and modify instruction.

4:0 **THE STEM COORDINATOR FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.**

4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY

4:1.1 The STEM Coordinator understands him/her self as an integral member of the Teaching and Learning Team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork encourages collegiality, and supports collaboration.

4:1.2 The STEM Coordinator communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.

4:1.3 The STEM Coordinator expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

4:1.4 The STEM Coordinator builds caring and considerate relationships that demonstrate regard and respect for all people.

4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN

4:2.1 The STEM Coordinator recognizes that student learning must be the focus of all school programs and activities.

4:2.2 The STEM Coordinator believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school to nurture, develop, and encourage each and every student.

4:4 **BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL**

4:4.1 The STEM Coordinator adheres to professional codes of ethics: maintains trust and confidentiality; models legally and orally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

5:0 QUALIFICATIONS

5:1 Shall have demonstrated leadership, organizational and communication skills, and ability to work effectively with others. Minimally certified in Mathematics (5 – 8) and/or Science (5-8) with Advanced Certification/Education in Administration and/or Educational Leadership preferred.

6:0 CONDITIONS AND TERMS OF EMPLOYMENT

6:1 The STEM Coordinator is evaluated by the building principals. This position is appointed in accordance with the Unit B Agreement between the Fairhaven Educators' Association and the Fairhaven School Committee.

Enacted: May 9, 2012

Revised: August 22, 2012