



COORDINATOR – STEM PROGRAMMING

SUMMARY/SCOPE/GOAL

Provide leadership in planning, developing, and implementing programs that support STEM (Science, Technology, Engineering, and Math) education in district schools. Coordination of financial resources, grant opportunities, business partners, and non-profit partnerships to expand opportunities for students.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's Degree from an accredited institution of higher learning
- Minimum three years of successful teaching experience in science, technology, engineering, or math; or closely related courses

PREFERRED/DESIRED:

- Experience with STEM program development and implementation
- Experience in developing and supporting external partnerships

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Current teaching certificate in the State of Florida
- Valid Florida Driver's License

PREFERRED/DESIRED:

- Teaching certificate in science, technology, engineering, or math or closely related fields.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Coordinate district-wide opportunities for students to participate in STEM related competitions and events
2. Collaborate with school and district personnel on new and innovative opportunities for students in STEM fields
3. Research and maintain expertise in STEM programming, grant opportunities, and business partnerships for STEM programming
4. Collaborate with district facilities to ensure that classrooms are safe, appropriate, and equitably supported for STEM courses.
5. Maintain metrics, improvement plans, and relevant data related to STEM programming at schools and in the district.
6. Coordinate across divisions as necessary to ensure quality implementation of programs.
7. Partner with post-secondary institutions as well other community groups to strengthen opportunities for students and staff.
8. Develop robust business partnerships to provide financial and other professional support to school and district programs.
9. Coordinate relevant professional development for district faculty and staff.

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10. Seek out grant opportunities to support the development and implementation of STEM programming.
11. Maintain expertise in innovate approaches to learning and engaging curriculum to strengthen student experiences in STEM related fields.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge and expertise in the state standards and in research-based instructional strategies; and ability to interpret data in a manner that informs school and district leaders. Demonstrate competencies and skills in technical writing, oral communication, and in successful implementation of professional development. Ability to work effectively on a team and to collaborate with various stakeholders. Technical skills necessary to manage budgets and inventory of materials and equipment.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within district and state policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use computers for email, word processing, intra/internet, data entry, spreadsheets, presentations, or custom applications plus skills in equipment and tools utilized in STEM programs such as 3D printers, drones, robotics, and other related equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

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FOR HR USE ONLY:

DIVISION:	Leading and Learning	DEPARTMENT:	Secondary Leading and Learning
TITLE CODE:	Xxxxx	CONTENT BY:	Dr. Soliven – Assistant Superintendent Secondary Leading and Learning
GRADE:	24	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	Submitted 9/8/2022	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	8/1/2022	Developed	Dr. Soliven – Assistant Superintendent Secondary Leading and Learning

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.