

Oct. 8, 2019

**POSTING
RIVERVIEW SCHOOL DISTRICT
SUPPLEMENTAL POSITION FOR 2019-2020
K-8 STEM COORDINATOR**

All supplemental appointments shall be reviewed annually by the Riverview Board of School Directors according to the RSD-REA Collective Bargaining Agreement effective 7/1/18 to 6/30/23. Persons interested in applying should submit a letter of interest to Mr. David Zolkowski no later than Monday, October 21, 2019 by 3:00p.m. See job description below.

RIVERVIEW SCHOOL DISTRICT

K-8 STEM COORDINATOR JOB DESCRIPTION

TITLE: **K-8 STEM COORDINATOR**

QUALIFICATIONS:

1. Master's Degree from an accredited institution and State Certificate to practice as a grade K-6 teacher, minimum of five (5) years of teaching experience, minimum of two (2) years STEM coursework and experience
2. Understanding of computer operations with a demonstrated skill in using technology as a curricular integration resource
3. Strong interpersonal skills for both internal and external communications
4. Strong organization and problem-solving skills
5. Ability to work independently and as a team member
6. Experience associated with activities related to the essential functions noted in this job description
7. The above qualifications are required of any successful candidate. However, the Board/District shall have the discretion, but is not required, to consider any other experience with the Board/District, in its discretion, determines to be comparable or of a similar nature, and in the absence of a candidate possessing all required qualifications, may, but shall not be required to, award the position based upon comparable/similar experience.

REPORTS TO: Directly to Elementary Schools Supervisor

SUPERVISES: Supplemental support position to assist K-8 teachers with curriculum, instruction and assessment related to meaningful STEM curricular integration.

GOAL: To use leadership, supervisory and team building skills to support the teachers' continued efforts to utilize research-based instructional techniques related to STEM and to support and enhance student achievement.

ESSENTIAL FUNCTIONS:

1. Demonstrates the ability to model, deliver, and craft rich student centered learning experiences around Science, Technology, Engineering, Arts, and Math.
2. Maintains and utilizes leadership qualities that include maturity, professionalism, discipline, encouragement, respect, an understanding of adolescent needs and a student-focused philosophy.
3. To plan, organize and facilitate Professional Development focused on integrated STEM curriculum and instructional strategies as relevant and appropriate to meet student needs.

4. Demonstrates the ability to create and implement strategies for weaving STEAM experiences into multidisciplinary curricula from K-8.
5. Identify resources (PA Smart Grant), plan, and design professional development experiences to support professional growth.
6. To assist with PSSA data collection, interpretation and analysis of testing results to measure areas of strength and need across and within grade levels and across Assessment Anchors.
7. To seek current curriculum and assessment research and best practice outside of the district to ensure Riverview School District remains on the pulse of integrated STEM education.
8. To investigate, along with the Administration, current PA state information and updates and communicate these findings to all elementary staff.
9. To collaborate with K-8 teachers regarding student assessments based on teacher, administrator and/or instructional needs.
10. To assist with bridging communication between elementary schools, the Jr/Sr High School, Gifted, RtI Teams, Title I, Special Education, General Education, and Paraprofessionals to provide a common message and focus.
11. Models, encourages and supports STEM curriculum among staff and students.
12. To assist building principals with the planning, implementation and evaluation of STEM curriculum and resources.
13. To assist building principals with planning, implementation and evaluation of parent activities focused on STEM.
14. To assist teachers in connecting with external resources to enhance students' acquisition of STEM skills.
15. Attends chairperson meetings called by the administration or Central Office administration.
16. Follows board policies and administrative rules and regulations.
17. Seeks and applies for appropriate, relevant grants.
18. Other duties as necessary.

The above statements are intended to describe the general nature and level of work performed by a person in this position. See the attached duties and responsibilities list for further details. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

POSITION SPECIFICATIONS:

Physical Demands

Sitting at desk for extended periods
 Standing for limited periods of time
 Frequent bending, stooping, twisting, reaching, grasping
 Light lifting – up to 25 pounds
 Frequent carrying – up to 25 pounds
 Manual dexterity to use office equipment
 Repetitive movement of fingers and hands for keyboarding
 Requires physical endurance

Sensory Abilities

Visual acuity to read correspondence, computer screen
 Auditory acuity to be able to use telephone and greet visitors and employees

Ability to speak clearly and distinctly

Work Environment

Includes indoor and outdoor responsibilities
The noise level in the work environment varies on a daily basis based on circumstances presented

Temperament

Ability to work as a member of a team
Must be cooperative, congenial and service-oriented
Ability to work in a multi-tasking environment with frequent interruptions

Cognitive Ability

Ability to follow written and verbal directions
Ability to complete assigned tasks with minimal supervision
Ability to read and write
Ability to work independently and make work-related decisions
Ability to exercise good judgment in prioritizing tasks
Ability to communicate effectively

Specific Skills

Ability to operate office equipment
Ability to use computer technology efficiently and effectively
Must possess proficient data entry skills
Must possess proficient math and accounting skills

Comments

Position holder must have a friendly, helpful personality and focus their time and energy on the goal of supporting children and customizing learning

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are currently being performed and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Supplemental

Stipend, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of Riverview School District.

Riverview School District is an Equal Opportunity Employer.

I have read and understand the requirements, duties, and responsibilities for this position.

Employee's Signature _____ *Date* _____

Supervisor's Signature _____ *Date* _____