

School District of Santa Rosa County
Job Description
Coordinator of STEAM

Reports To: Director of Inservice and Instructional Technology

FLSA Status: Exempt

Department: Office of Professional Learning

Prepared by: Human Resources

Date: May 12, 2022

Job Code: 13027

Preface:

The STEAM Coordinator will collaborate with administrators and teachers to organize and promote interdisciplinary STEAM (Science, Technology, Engineering, Art, Math) activities through the successful integration of high impact strategies, multiple technologies, and career connections to promote engaging, relevant learning to ensure students gain the necessary edge to compete and succeed in the global economy. The STEAM Coordinator will support the implementation and innovation of a regional STEM ecosystem to foster community partnerships to leverage their expertise and weave together integrated solutions to build the strongest possible experiences and outcomes for our stakeholders.

Primary Duties and Responsibilities (Essential Functions):

- Develop, organize, and promote interdisciplinary STEAM instructional activities through authentic, problem-based curriculum experiences.
- Coordinate and promote STEAM activities district wide, which may include after school.
- Develop, plan, and organize professional learning in STEAM areas of instruction in accordance with content standards; student, teacher, and administrative needs indicated by adopted curriculum, assessments, and district goals.
- Provide timely responses to inquiries from staff concerning equipment, curriculum implementation, and technology integration.
- Represent and coordinate the district activities in STEAM Partnerships.
- Assist in the planning and implementation of staff development programs
- Assist the Director of In-Service & Instructional Technology program with planning, implementation, and procedural monitoring, which includes curriculum development and evaluation
- Oversee district- level inventory of STEAM equipment and materials
- Establish and organize parent and community engagement activities
- Model and support quality STEAM instruction through collaboration and coaching strategies aligned to the district evaluation
- Keep abreast, on a systematic basis, of new trends and publications
- Participate in appropriate activities for professional growth
- Serve on District and Community committees relating to STEAM topics as requested
- Support school improvement efforts, district improvement efforts, and district accreditation process

Additional Duties and Responsibilities (Innovate Professional Development):

- Facilitate the implementation of the STEM Ecosystem
- Provide ongoing training support to district staff regarding STEAM Innovate and the implementation of STEAM instruction.
- Plan, conduct, facilitate and evaluate professional development related to STEAM.
- Serve as a resource to senior staff, district administrators, building level teams, and community members regarding Science, Technology, Engineering, Arts, & Math (STEAM).
- Assess customer satisfaction and plans for improvements
- Serve as Co-chairperson of the SRCDS STEAM Council

Supervision Received:

- Director of In-service and Instructional Technology

Supervision Exercised:

- As assigned by the Director of In-Service and Instructional Technology

Minimum Qualifications & Skills Required:

- Master's degree or higher from an accredited institution
- Currently hold or eligible for Florida certificate and certification in administration and supervision or Educational Leadership
- Minimum of five years of teaching experience in public school institutions.
- Successful completion of the Potential Candidate Training (PCT) or Potential School Leaders (PSL) Program

Preferred Qualifications & Skills:

- School based administration experience and/or administrative responsibilities
- 3+ years of experience in STEAM programming or instruction

Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved Administrative Compensation Plan
- 12 Months
- 8.0 Hours per Day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.