

Job Title: Coordinator STEM**Wage/Hour Status:** Exempt**Reports to:** Director Curriculum & Instruction**Pay Grade:** 107**Dept./School:** Teaching and Learning**Date Revised:** May 7, 2024**Primary Purpose**

Responsible for coordination in the research, design, support, monitoring, and district-wide implementation of STEM Curriculum and Instruction. Work collaboratively with stakeholders to support the vision, philosophy, and goals of the district's curriculum and instruction plan.

Qualifications**Education/Certification**

Master's Degree

Valid Texas Teaching Certificate

Special Knowledge/Skills

- Leadership ability in working with administrators, teachers, and the public
- Knowledge of development, implementation, and assessment of instructional framework and programs
- Knowledge of curriculum trends, issues, school reform, and standards development
- Excellent project management and community-building skills
- Coordinate with outside vendors and internal stakeholders for instructional resources
- Ability to effectively coordinate cross-functional teams and special project committees
- Oversight of Curriculum Management Plan
- Ability to adhere to policy, procedure, and practice
- Pursuit and management of grants
- Strong organizational, communication, and interpersonal skills

Experience

Three (3) years teaching experience

Knowledge of and participation in district curriculum-development initiatives

Campus or district leadership experience preferred

Major Responsibilities and Duties

1. Research effective models, best practices and challenges to design and pilot effective programs district wide.
2. Align models with district instructional goals to deliver strong student achievement results.
3. Partner with instructional and administrative staff, cross-functional teams, and stakeholders to determine implementation needs and requirements.
4. Support development of learning for special student populations.
5. Provide leadership and coordination in the formulation and implementation of programs.
6. Work collaboratively with instructional staff, school leadership teams, and other stakeholders to ensure successful District-wide implementation.
7. Design and deliver a sequence of professional development training to ensure success with implementation of programs.
8. Manage delivery of programs, addressing issues and challenges that arise.
9. Evaluate student progress to determine effectiveness of programs.
10. Ensure programs are responsive to student needs and in accordance with federal and state mandates.
11. Compile, report and maintain programmatic data and information as required.
12. Perform other duties as assigned by supervisor.

Policy, Reports, and Law

- 13. Analyze federal, state, and local program mandates to determine required responses from District units, and campuses.
- 14. Recommend District policy and procedure to support instructional effectiveness and student achievement.

Professional Growth and Development

- 15. Displays appropriate human relations skills.
- 16. Plans for and engages in professional development.
- 17. Stay informed of the latest research, trends, and development in literacy instruction.
- 18. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- 19. Demonstrates a high level of independent, ethical, and professional conduct.
- 20. Provide leadership in coordinating District-wide staff development efforts for assigned personnel.
- 21. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Supervisory Responsibilities

- 22. Share supervisory responsibility for professional staff with the director.
- 23. Assist the director in the supervision of support personnel.
- 24. Participate in activities to enhance personal leadership skills.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district and state travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.