



## Prestonwood Christian Academy

## Job Description

**Position: STEM Program Coordinator**

**Reports to: Sr. Director of Curriculum**

**Classification: Full Time, Salaried, Exempt**

**Mission:** To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

### **Employee Profile:**

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

### **Duties and Responsibilities:**

- Studies and reviews science, math, technology and engineering objectives school-wide with Curriculum Office, makes suggested changes as needed. Creates a STEM Scope and Sequence, which verifies vertical and interdisciplinary alignment of STEM curriculum
- Suggest ways to enhance the physical learning environment in order to promote STEM exploration
- Works with the technology department in regards to the integration of technology to promote learning
- Creates a measurement tool to be used annually to assess STEM program and adjusts as needed
- Works with Science, Technology and Math vertical teams
- Coordinates US Honors STEM Program
- Teaches STEM research class in coordination with the US STEM Honors Program
- Works with principals in regards to STEM competitions and Science Olympiad
- Reviews STEM course sequences and makes recommendations for any changes
- Works with principals on organizing annual Family STEM Night
- Creates and partners with parent STEM organization (i.e. FOL-Friends of the Library)
- Participates on STEM Garden Committee and helps develop plan
- Organizes, develops, coordinates and provides trainings for administration and professional staff related to STEM best practices.
- Conducts school-wide parent meetings on STEM
- Researches and applies for grants in coordination with development office and makes appropriate proposals to senior staff
- Implements and oversees grants as needed
- Works with the business and development offices on allocation of donated funds
- Partner with communications and development in promoting PCA STEM program to the community at large
- Assists with the STEM budget school-wide
- Creates educational opportunities for students through outreach to community, university and business resources: reviews LS Field trips (scope and sequence for STEM Field trips)

**Qualifications/Skills:**

- Communicates effectively both orally and in writing.
- Preferred State issued Teacher's Certification in Science or STEM experience
- Bachelor's degree in education and/or equivalent required STEM hours and/or career in STEM related field
- Prestonwood Baptist Church member preferred.

**Physical Requirements and Work Environment:**

- Regularly standing and walking around the classroom lecturing and monitoring students
- Regularly sitting at the computer requiring repetitive finger motion and manual dexterity
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Talking – expressing ideas by means of the spoken word to convey instructions to students, parents, and other workers
- Ability to communicate effectively, even in stressful situations
- Primarily inside, classroom environment
- Occasional lifting of 5 to 20 pounds
- Subject to frequent interruptions and frequent deadlines

**Other Considerations:**

- Additional summer days: two weeks after post planning and the week prior to when returning staff report for annual training.