



# Southern Avenue CHARTER SCHOOL

**Job Title: STEM Coordinator/Instructor**

**Reports: Executive Administrator, Chief Operating Officer, Campus Principal**

**Status: Full Time Salaried**

## **Purpose and Scope**

The STEM Coordinator/Instructor is responsible for developing, coordinating, programming, managing, collaborating, teaching, and implementing STEM Programs in the classrooms, as with teaching fellows. The STEM Programs also collaborates with staff, school leaders, mentors, consultants, and external stakeholders. The STEM Coordinator oversees the daily operations of the STEM LAB. STEM Fellows are teachers.

## **Essential Job Functions**

1. Central Office & Curriculum Coach shall use best professional efforts and skills to perform duties in a diligent, energetic, competent, and ethical manner, consistent with the School's established policies, directives, and expected practices.
2. You understand and accept that the values of Southern Avenue Charter, temperance and tolerance apply to your interactions with your supervisors, colleagues, students, parents, staff, and all others with whom you come in contact at or on behalf of the School.
3. Creates an educational environment that is conducive to learning and appropriate to the maturity and needs of the students; prepares instructional materials for classes assigned and provides written evidence of preparation to supervisor/ administrator upon request.
4. Monitoring STEM Fellows Program, teaching, and professional development of activities.
5. Creates, updates , and provides presentations to the community, including recruitment fairs for prospective STEM Teaching Fellows.
6. Develops program instructions for curriculum development, lab, and materials management for fellows.
7. Coordinates daily program activities with instructional team members.
8. Coordinates program partnerships with consultants and stakeholders.
9. Formulates plans, programs, and teaching opportunities for participants.
10. Coordinates the annual STEM Fair and participate in the local STEM Program with other organizations.
11. Organizes meetings with parents, families, and students for STEM purposes.
12. Reviews data tracking of programs, Fellows and Student Performances.
13. Develop metrics and outcomes measurements to direct program Fellows and Student Performance planning.
14. Collaborates with SACS Leadership Team and supports staff members.
15. Develops STEM Partnerships with schools, colleges, Universities, corporate, government, and hospitals.
16. Designs Summer STEM Program.



17. Creates, purchases, develops, and maintains details of inventory and organizational systems.
18. Prepares reports, presentations, power points and conferences.
19. Coordinate guest lecturers, mentors, and outreach program participants.
20. Reports to SACS Executive Administrator, Principal, and COO.
21. Communicates effectively with school leadership, families, parents, students, and recruitment team members.
22. Teaches weekly STEM classes.

### **Minimum Qualifications**

Requires minimum bachelor's degree in education, Math, Social Studies, and general teaching. The candidate must have knowledge of STEM Education Programs (Fellows & Aspiring Principals). The candidate must have a minimum of 2 to 5 years of experience in education or facilitation or leadership programs or curriculum for at-risk demographics/populations. Experience working in diverse parent, student, family, and staff populations. Prefer a Master's Degree and 2-3 years or have worked on a Master's Degree. Must have the ability to establish and maintain working relationships with staff, team members, and parents. Must have the ability to facilitate meetings, give presentations and communicate with stakeholders. The candidate must demonstrate knowledge of education, teaching, leadership and outreach programs.

### Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree=6 years plus required years of experience.

### Characteristics of STEM Coordinator:

- Resilience
- Committed
- Reflective Collaborator
- Critical Thinker
- Posses Leadership
- A Professional Leader
- Visionary
- Motivator
- Competent
- Driven and Inspired
- Innovator



**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

COMPLIANCE WITH REGULATIONS – The Teacher is **required** to have on file a transcript of all college credits and TB Skin test every three (3) years. Date of last TB test \_\_\_\_\_. As a condition of employment, The Employee is required to have a Covid-19 vaccination. A copy of Covid-19 vaccination card must be submitted and placed in the employee’s file. If the Employee meets the qualification for exemption of vaccination (i.e., religious/medical exemption), an exemption form must be completed accompanied by supporting documentation **prior** to acceptance of contract. The Employee will agree to Covid-19 guidelines enforced by school and undergo routine Covid-19 testing. The Employee will need current Covid-19 negative results, a record of a physical examination, and a criminal background check **prior** to on boarding. The Employee agrees to support the mission and philosophy of the school and to perform all duties in a professional manner and in compliance with any rules, regulations, and requirements established by the Board, as set forth in the Faculty Handbook, job description, and the Tennessee Framework of Education.

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment; must be able to use hands and fingers.

Unavoidable Hazards: The position is exposed to no unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE**

Southern Avenue Charter School is an Equal Opportunity Employer. ADA requires SACS to provide adequate accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**SACS does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex (including pregnancy), sexual orientation, gender identity, genetics, or age (40 or older).**

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Compensation Manager

\_\_\_\_\_  
Date



**Southern Avenue**  
**CHARTER SCHOOL**