



EMPLOYEE NAME: _____

Created: 5/15; 6/18; 1/3;02/24

JOB DESCRIPTION

POSITION TITLE: Supervisor, STEM/STEAM & Innovation	JOB CODE: 621A
DIVISION: Academic – Teaching & Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Applied Learning & Design	WORK DAYS: Annual Administrative Employees
REPORTS TO: Director, Applied Learning & Design	PAY GRADE: CS1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation, and evaluation of K-12 STEM/STEAM programming and supports district and school based innovative practices.	
Revision Date: 02/24	

REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years teaching experience in K-12 programs; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Designs and implements District level exhibitions and academic competitions.
3.	Leads and manages the state and local STEM/STEAM initiatives, including certification.
4.	Collaborates with Teaching and Learning staff and school-based administration to implement STEM/STEAM and innovative practice (incorporating discussions for proper use of current technology).
5.	Designs, implements, and evaluates STEM/STEAM professional learning for teachers and others, in face-to-face, online, and blended models based on collected STEM/STEAM program data.
6.	Works collaboratively with post-secondary institutions, community organizations, museums and educational centers to best coordinate resources and support for innovative instruction.
7.	Establishes and leads a STEM/STEAM consortium/advisory committee.
8.	Communicates on an ongoing basis with directors, building and district administrators, and colleagues within the Teaching and Learning division to build and support quality STEM/STEAM programming and innovative practice.
9.	Handles budgeting competently and use of funds for the STEM/STEAM program in a fiscally responsible manner.
10.	Manages projects for the Applied Learning and Design office as needed.
11.	Supports and contributes to the development of school-based STEM/STEAM practices and CTLS resources.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____