



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed-Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA - STEAM Coordinator

Reports To: Director of Curriculum & Instruction

Job Purpose Statement/s: The STEAM Coordinator will collaborate with teachers to organize and promote interdisciplinary STEAM (Science, Technology, Engineering, Art, Math) activities through the successful integration of successful strategies and multiple technologies to promote high-tech learning, which will help ensure students gain the necessary edge to compete and succeed in the global economy.

Emphasis of ongoing embedded technology instruction will be in strengthening content learning while utilizing technology to differentiate and enhance student learning. The STEAM Coordinator will support the implementation and innovation of the on-line curriculum at the elementary and secondary level. The STEAM Coordinator will provide job embedded coaching and will work closely with the Director of Curriculum & Instruction, Director of Assessment and Technology, Math TOSAs, and On-line Curriculum Integration Coach. This position will support elementary teachers with implementation of NGSS standards.

Essential Job 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** support to instructional staff to adjust their instructional strategies to meet the needs of each student by using formative assessment during instructional time, strategically differentiating, purposefully organizing group learning activities, and providing additional support and alternative strategies within the regular classroom.
- **Support** the district's system of tiered instruction. Support instructional staff with embedding formative assessments in daily classroom practice and use results to target and modify instruction.
- **Monitor** the effective use of technology integration strategies and multiple technologies into curriculum and instructional practices across content areas.
- **Coordinate** science instructional materials adoption and facilitate the development of science curriculum maps aligned to NGSS. Review and modify maps as needed to keep current.
- **Track** elementary science inventory and restock materials annually.
- **Learn** various content areas and associated adoptions.
- **Acquire** the knowledge, skills, technology skills, and instructional strategies necessary through professional learning to effectively impact the instructional practices of the teachers that are coached.
- **Assist** in implementation of district initiatives. Participate in district improvement processes (data analysis, goal setting, implementation and monitoring).
- **Schedule** activities, meetings, and/or events; establish clear agendas and communicate outcomes.
- **Work** with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment.
- **Represent and coordinate** the district activities in STEAM Partnerships.
- **Provide** timely responses to inquiries from staff concerning equipment, curriculum implementation, and technology integration.
- **Build** caring and considerate relationships that demonstrate regard and respect for all people.

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- **Serve** as the district Chemical Hygiene Officer. Coordinate a chemical hygiene committee coordinated with the safety committee, oversee the chemical hygiene plans for the MS/HS, ensure that precautions are in place and properly maintained. Review chemical purchases to make sure they are compliant with district standards.

Other:

- Maintain regular attendance at work and work activities.
- Punctuality in meeting deadlines, attending meetings and following schedules.
- Attend weekly Curriculum Team Meetings & Administrator Meetings (as requested).
- Participate in meetings as requested for the purpose of receiving and/or sharing information.
- Maintain strong communication with all stakeholders.
- Perform other duties as assigned by Director of Curriculum & Instruction.

Job Requirements - Qualifications/Experience:

- Hold a Basic/Standard Oregon Teaching License
- Preference given to candidates with a Master's Degree
- Job related experience with increasing levels of responsibility is desired. Although no advanced technology certification is required, it is expected that the successful applicant will be experienced in utilizing technology in a classroom setting, including experience teaching with 1:1 electronic devices.
- 5 years' experience teaching Science. Middle or high school experience preferred.
- Strong knowledge of CCSS in Math and Science and Technical Subjects.
- Knowledge of and/or willingness to become an expert in Next Generation Science Standards.
- Experience using evidence based instructional practices.
- Expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.
- Skills in organizing, facilitating, and/or presenting at district trainings, strong communication with all stakeholders

Abilities Required:

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

Education Required: Bachelor's Degree. Preference given to candidates with a Master's Degree.

Licenses, Bonding and/or Testing Required: Appropriate State license and Criminal Justice fingerprint clearance.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: 192 days with up to ten extra duty days as needed. Salary to be established by collective bargaining agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

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David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.