JOB DESCRIPTION

Title:	STEAM Coordinator
Date Modified:	October 2016
Hours:	Full-time, Mon. – Fri.
Report to:	Assistant Head of School
FLSA Classification:	Exempt, Instructional Staff
Other:	This position is grant funded for 1.5 years with potential for long-term

Position Description: The STEAM Coordinator will plan and coordinate all STEAM related educational activities, including the purchasing and planned use of tools and resources, professional development and projects for The Howard School. The STEAM Coordinator will report directly to the Assistant Head of School, but will work closely with each of the three division principals. The STEAM Coordinator will have a technology background, be a creative thinker and possess a strong understanding of who The Howard School is and the types of students we serve. The STEAM Coordinator will be computer savvy and a divergent thinker. The STEAM Coordinator will plan and work with the faculty and staff to move to a cross-curricular level of teaching that changes their practice as educators. These changes will result in a more creative learning environment that will provide students a wider range of ways to learn and express themselves.

Essential Job Duties / Responsibilities:
- Complete initial planning phase.
- Rollout and, working with teachers, implement creative STEAM projects in classroom for K – 12.
- Research and recommend the purchase of appropriate STEAM tools and resources for classroom use. Ensure faculty is appropriately trained.
- Manage resources and serve as instructional staff person for faculty / staff STEAM programming.
- Plan and implement both in-house and external professional development opportunities in STEAM for faculty / staff.
- Implement STEAM-related software programs in the classroom with staff education component as relates to STEAM curriculum.
- Team-teach STEAM curriculum with faculty during school day.
- Plan and facilitate meetings of STEAM Advisory Committee comprised of faculty / staff from all three divisions six times per year, to dig deeply into curriculum and give guidance as to which opportunities should be created for STEAM.
- Research and attend top STEAM conferences yearly.
- Manage projects and implement them with external partners: e.g., Eye-to-Eye with Georgia Tech, Engineering Partnership with Georgia Tech or Georgia State.
- Regular and predictable attendance is an essential function of the job.

Non-Essential Job Duties/Responsibilities

• Completes any tasks as assigned by the Head of School or her/his designee.

Knowledge, Skills, Abilities and Minimum Qualifications
• Bachelor's degree required, Master's Degree preferred.
• Minimum of 5 years teaching experience preferred in either the sciences, technology and/or the arts, with a strong personal interest and exposure to all three areas, and the desire and skill to integrate across various disciplines.
• Proficiency in Microsoft Office required.
• Strong interpersonal skills.
• Strong verbal and written communication skills.
• Proven organizational skills.
• Flexible demeanor and proven ability to work on a team.
• Ability to maintain confidentiality in all school matters.

The School may revise this job description at any time. It is not a contract of employment. All employment at the School is at-will, such that employment may be terminated by either party at any time.

_____   _____
 Supervisor   Date

_____   _____
 Human Resources   Date

_____   _____
 Head of School   Date