

Job Description

Position Title	Lead Elementary STEM Teacher (Grades K-5)		
Building	Glencoe Elementary	Department	STEM/Elementary Education
Hours	Salaried	Supervisor	Building Principal or Appropriate Supervisor
Band and Grade	C-43	Tools and Equipment	Classroom technology devices, i.e., iPad, Smart Board, laptop, applicable software, AV equipment, phone, and copier

Primary Function	Under the direction of the building principal or appropriate supervisor, works with K-5 classroom teachers to provide support for Science, Technology, Engineering, and Mathematics (STEM) instruction at both elementary sites. Provides fresh, creative resources to extend the work of the regular classroom teacher. This includes the areas of training, developing teaching modules, and serving as a teacher coach.
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Essential Duties	
1	Follows the School District's job description for elementary teacher.
2	Receives advanced STEM training in order to facilitate building-level training for classroom teachers and support staff as needed.
3	Coaches teachers on STEM initiatives and instructional best practices in the STEM areas and assists them in understanding the integrated relationship of the STEM components.
4	Leads on-site teacher professional development and training, and provides ongoing guidance and support for classroom teachers with the STEM curriculum.
5	Works with classroom teachers to integrate STEM into other curricular areas.
6	Knowledgeable about a rich array of instructional methods, the analysis and use of data, and technology to improve instruction.
7	Able to build professional relationships, solve problems, and plan collaboratively.
8	Will have classroom coteaching teaching duties with time available for coaching and training.
9	Schedules modules in different buildings/grade levels/classrooms in order to effectively share materials, i.e. non-consumable materials.
10	Ensures all supplies, both consumable and non-consumable, are on hand when each classroom is ready to teach that module.
11	Promotes and publicizes the School District's STEM program to community and district via the website, communicating with parents, providing information to the local news media, and by sharing information through the School District's newsletter.
12	Responsible for fundraising for the STEM program following School District policy and accounting procedures. Writes grants to supplement and/or continue the STEM program.

13	Coordinates and recruits parent volunteers to help in classrooms with the assistance of the Elementary PTO.
14	During non-student contact time, is responsible for assisting in project-based learning inquiry, assessment opportunities, and alignment of materials and resources to curricular outcomes.
15	Coordinates communication and planning between grade-level teams and buildings.
16	Plans and manages development of project-based curriculum, instruction, and strategies.
17	Helps organize, develop, and coordinative special STEM events and activities.
18	Serves as the elementary STEM “go-to” person and knows what is going on in each building. May be called upon to share information with the School Board, local service organizations, PTO meetings, the Glencoe Expo, etc.
19	Responsible for other reasonable duties as may be assigned by the supervising administrator(s).
20	Responsible for keeping his or her portion of the website updated.
21	Performs other duties of a similar level or type as defined in the master contract.

Minimum Qualifications	Bachelor’s Degree in Elementary Education with appropriate licensure from the Minnesota Department of Education.
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Knowledge Required	• Knowledge of STEM program. • Knowledge of teaching principles, practices, techniques and approaches. • Knowledge of child development theories and development stages and needs. • Knowledge of learning theory and approaches. • Knowledge of assessment procedures and techniques, test construction and evaluation methods. • Knowledge of subject material, concepts and issues related to grade/subject of instruction.
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Skills Required	• Skill in planning and developing lesson plans consistent with approved curriculum. • Skill in presenting complex materials and concepts in an understandable and level appropriate manner. • Skill in assessing and evaluating student performance and needs. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
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