



EMPLOYEE NAME: _____

Created: 4/15; 6/18; 9/20; 8/22

JOB DESCRIPTION

POSITION TITLE: Professional Learning Specialist, STEM & Innovation	JOB CODE: 397E
DIVISION: Academic – Teaching & Learning	SALARY SCHEDULE: Teacher
DEPARTMENT: Applied Learning and Design	WORKDAYS: 187
REPORTS TO: Supervisor, STEM & Innovation	PAY GRADE: CIT (4, 5, 6 or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides professional learning support to schools for STEM integration and innovative instructional strategies.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree required; master’s degree preferred
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: 5 years teaching experience required; prefer experience at multiple grade levels
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; strong knowledge of STEM and innovative instructional practice; initiative and the ability to handle multiple tasks simultaneously; leadership qualities to provide professional development; facilitation and presentation skills; ability to leverage technology for professional learning

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.	Works with STEM & Innovation Supervisor to develop and implement face to face and technology-based professional learning.
3.	Demonstrates mastery of applicable content standards and the ability to communicate content accurately.
4.	Assists in the development and production of STEM & Innovation digital professional learning modules.
5.	Works collaboratively with school leaders and the STEM & Innovation Supervisor to provide needed in-school professional learning.
6.	Models innovative teaching strategies and STEM integration.
7.	Assists with analyzing national, state, and local assessment data as it relates to the school, to individual student achievement, and to the improvement of instruction in the area of STEM.
8.	Attends training sessions, as necessary, to stay current with STEM content standards, instructional strategies, current research and professional literature.
9.	Works collaboratively to lead professional learning for STEM integration with other program areas.
10.	Utilizes technology effectively to develop, support and conduct professional development.
11.	Performs other Title II, Part A allowable duties as assigned.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____