



EMPLOYEE NAME: _____

Created: 5/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Supervisor, STEM & Innovation	JOB CODE: 621A
DIVISION: Academic – Teaching & Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Applied Learning and Design	WORK DAYS: 238
REPORTS TO: Director, Applied Learning and 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 programming and supports district and school based innovative practices.	

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 initiatives, including certification.
4.	Collaborates with Teaching and Learning staff and school-based administration to implement STEM and innovative practice.
5.	Designs, implements, and evaluates STEM professional learning for teachers and others, in face-to-face, online, and blended models.
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 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 programming and innovative practice.
9.	Handles budgeting competently and use of funds for the STEM program in a fiscally responsible manner.
10.	Manages projects for the Instruction and Innovative Practice office as needed.
11.	Supports and contributes to the development of school-based academies.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____