

FLEMINGTON-RARITAN REGIONAL SCHOOLS
JOB DESCRIPTION

TITLE: STEM Specialist

QUALIFICATIONS:

1. Valid New Jersey K-8 certificate and/or special area certification of eligibility.
2. Demonstrated knowledge of effective teaching methods and developmentally-appropriate classroom activities.
3. Demonstrated knowledge and/or experience differentiating instruction to meet the needs of a diverse population.
4. Demonstrated ability to provide relevant professional learning experiences that are grounded in research-based theories.
5. Demonstrated ability to develop assessments, gather and analyze data, and implement data-driven instructional decision-making that promotes reflection and growth.
6. Ability to maintain a positive and collaborative learning and working environment.
7. Ability to leverage and integrate technology to improve workflow, organization, and enhance and/or empower student learning.
8. Strong interpersonal and communication skills.
9. Criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.

REPORTS TO: Building Principal and relevant Curriculum Supervisor

JOB GOAL:

1. To support faculty in the implementation of research-based strategies that move students toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth and maturation in accordance with the District Mission Statement, goals, objectives, and state-standards.
2. Improve instruction and student learning.
3. Support the establishment of a school and classroom environment that fosters continuous student and teacher learning and growth.
4. Support the growth of teachers to become active and reflective decision-makers.
5. Establish trusting and effective relationships with all stakeholders: administration, staff, students and parents.
6. Participate and lead diagnostic processes that include data-driven needs assessments, setting goals, the development of action plans, timely and specific feedback, and progress monitoring.

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. Teaches assigned grade level/subject reflecting the New Jersey Student Learning Standards; utilizing the course of study approved by the Board of Education.
2. Instructs students in citizenship and good character.
3. Develops lesson plans and instructional materials to provide individualized and small group instruction.
4. Adapts the curriculum and differentiates instruction to meet the needs of each student using strategies such as inquiry, group discussion, lecture, discovery, and cooperative learning structures.

5. Incorporates technology into the teaching/learning process to provide all students with an opportunity to succeed.
6. Plans and paces lessons appropriately to best utilize the available time for instruction.
7. Provides lesson plans which allow the learning process to continue for students in the teacher's absence.
8. Sets high expectations for student achievement and behavior.
9. Establishes and maintains a positive climate for learning through appropriate classroom management and consistent with the philosophy and best practices of the Responsive Classroom approach.
10. Designs an orderly and predictable classroom in which materials and furniture are thoughtfully arranged to foster student independence and model effective organization.
11. Collects and interprets formative assessment data in order to differentiate instruction to meet students' learning needs.
12. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
13. Communicates with parents through conferences and other means to discuss students' progress and interpret the school program. Responsible for promptly and professionally responding to parent requests for communication.
14. Identifies student needs and cooperates with other professional staff members in assessing and helping to solve learning, social and health problems.
15. Creates a safe and effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
16. Proactively seeks opportunities for professional growth and development.
17. Presents a positive role model for students that supports the mission of the school and district.
18. Administers standardized tests in accordance with state and district testing programs.
19. Participates in curriculum development programs as requested.
20. Keeps informed of and complies with state, city and school regulations and policies for classroom teachers.
21. Compiles, maintains, and files all reports, records, and other documents required. Responsible for checking district email at least daily.
22. Attends and participates in faculty, grade level and district wide meetings and serves on staff committees as requested.
23. Works collaboratively with colleagues at the grade level and/or within the department or designated special area.

SPECIALIZED RESPONSIBILITIES:

1. Responsible for participating in the identification process for the District's intervention programs for gifted, struggling, English language learners, and students with disabilities in accordance with Board Policy and Regulation.
2. Support faculty in the consistent and high-quality implementation of research-based instructional practices that reflect the state standards utilizing the course of study adopted by the Board of Education.
3. Support the continuous improvement of instruction by researching and providing guidance on evidence-based practices through activities such as formal and informal discussions, coaching, lesson demonstrations, classroom visits, study groups, book studies, staff meetings, professional learning opportunities, and through providing non-evaluative feedback/debriefing.

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5. Provide individualized, classroom-based support to implement Multi-Tiered Systems of Support/Response to Intervention program, which will include modeling of research-based strategies.
6. Collaborate with teachers in analyzing data and student work. This may include leading progress monitoring meetings and data meetings.
7. Work with building principals, supervisors, and professional learning communities to identify goals and develop action plans focused on increasing student achievement.
8. Participate and lead needs assessments, develop professional learning programs, and evaluate the impact on instructional practice and student learning.
9. Responsible for lesson plans for all assigned classes as well as for model and co-taught lessons.
10. Maintain and submit a log documenting all professional activities consistent with the job goals of this position. This log should complement and align with lesson plans and provide administration with the goals and outcomes of all instructional activities.
11. Maintain a strong knowledge and understanding of mathematics and science content as well as age-appropriate best teaching practices.
12. Design hands-on, minds-on lessons integrating the practice standards for the New Jersey Student Learning Standards in mathematics, science, and technology.
13. Foster a classroom and school-wide environment that encourages students to develop and maintain positive STEM identities.
14. Perform other duties as the immediate supervisor may deem necessary in order to effectively meet the goals and responsibilities of the District.

TERMS OF EMPLOYMENT: Salary for a ten-month work year to be determined by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent in accordance with the Board's policy on evaluation.

Approved by: **Board of Education**

DATE: **5/23/22**