

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Supervisor, STEM (Science, Technology, Engineering, Mathematics)
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	27
<b>BARGAINING UNIT:</b>	ESMAB

**QUALIFICATIONS:**

**EDUCATION:** An earned master's degree from an accredited institution. Must have completed a minimum of three graduate-level courses in STEM-related education. Doctorate preferred.

**EXPERIENCE:** Minimum of five (5) years within the last ten (10) years of successful educational experience which includes three (3) years of successful classroom teaching/coaching experience in at least one concentration of STEM-related content.

**ADDITIONAL  
REQUIREMENTS:**

**REQUIRED:** Valid Florida Teacher Certificate in Mathematics, any area of Science, Technology Education, or related STEM field. Excellent oral and written communication skills. Strong technology skills with demonstrated experience of integrating technology into teaching, learning and management.

**PREFERRED:** Grant writing experience. Bilingual skills preferred.

**REPORTS TO:** Director, STEM and Instructional Resources

**SUPERVISES:** Staff as assigned

**POSITION GOAL:** Provide supervision and quality leadership in the on-going coordination, development, supervision and improvement of the general and content specific (Science, Technology,

Engineering and Mathematics) instructional program for Grades K-12. Work in conjunction with District personnel, school administrators and teachers to enhance learning opportunities for students to develop 21<sup>st</sup> Century skill sets which focus on occupations that require a significant level of STEM knowledge and skills.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

#### **The Supervisor, STEM (Science, Technology, Engineering, Mathematics) shall:**

1. design systems to recognize, collect and distribute models of effective STEM content area instructional practices and strategies for classroom teachers.
2. incorporate relevant STEM digital tools and strategies into professional learning, curriculum frameworks, and assessments for teacher and student use.
3. communicate the scope of scientifically based research regarding STEM and digital learning content areas including effective interventions to direct instructional best practices that allow students to demonstrate their potential in all aspects of learning.
4. work collaboratively with colleagues to ensure effective student transitions between elementary and secondary schools, paying particular attention to horizontal and vertical continuity and articulation of the K-12 instructional program.
5. communicate the scope of the Common Core State Standards and Florida Standards.
6. facilitate curricular alignment and ensure cyclical and timely curriculum revisions and administration.
7. develop, supervise, and deliver professional learning for teachers and administrators related to STEM program goals through a variety of delivery methods including virtual learning, professional learning communities, lesson studies and/or peer review.
8. build capacity for STEM inquiry-based, project oriented learning by developing and facilitating projects in K-12 schools.
9. ensure all division/department priorities and projects assist in achieving the District's Strategic Plan.
10. analyze formative and summative student assessment results to formulate data-based decisions for modifications to curriculum, instructional practice, and professional learning needs.
11. participate in the selection and evaluation of appropriate STEM instructional materials, software and hardware and provide expertise to teachers and leaders as needed.
12. plan and manage project implementation and meet project milestones and benchmark deadlines while staying within budget.
13. communicate effectively to school personnel, parents, and community applicable policies, procedures, programs, curricula, and instructional techniques designed to address individual student and/or school needs.
14. provide support to cross-functional collegial teams as necessary and as assigned.
15. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
16. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.

17. review current developments, literature and technical sources of information related to job responsibility.
18. ensure adherence to good safety procedures.
19. follow Federal and State laws, as well as School Board policies.
20. perform other duties as assigned by Director, STEM & Instructional Resources or designee.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Serves as a liaison as needed to the U.S. Department of Education, the Florida Department of Education and the business community to advance the interests of the District relative to STEM. Frequent contact with staff across the District and the schools in planning, coordinating, implementing and monitoring the effectiveness of curriculum programs to meet student needs. Periodically meets with parent and community groups to represent the District and communicate curriculum related information.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

## Position Factor Listing

Supervisor, STEM (Science, Technology, Engineering, Math)

Point Range: 945 – 994

### Position Factors

**1. Knowledge:** Combined required minimum education/experience for competent performance

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

**2. Human Relations Skills:** All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

**\*Definitions**

1 – Immediate workgroup

2 – Outside of immediate workgroup

3 – Assistant/ Associate/Deputy Superintendents

4 – Superintendent, School Board; critical external parties

**3. Problem Solving:** Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

## Point Factor Listing (Cont.)

Supervisor, STEM (Science, Technology, Engineering, Math)

Point Range: 945 – 994

**4. Decision Making Freedom:** Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

**5. Position Impact:** Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

### Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D/2	C/4	D	C	C