

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: STEM SPECIALIST

REPORTS TO: Deputy Superintendent

SUPERVISES: N/A

QUALIFICATIONS:

1. Alabama Certification in School Administration, preferred
2. Minimum 3 years successful teaching experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

KNOWLEDGE, SKILLS AND ABILITIES:

1. Extensive knowledge of curriculum and instruction and of current research on teaching and planning processes.
2. Excellent verbal and written communication skills.
3. Strong interpersonal skills.
4. Excellent computer skills.
5. Ability to participate in a program of continuous inservice/professional development designed to meet both state and local board of education requirements.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the development of the school system philosophy of education and in the recommendation of appropriate school system policies for educational needs.
2. Collaborates to define objectives of the instructional technology program that best support the district's vision, core purpose, and guiding principles and to identify implementation strategies needed for achievement of those objectives.
3. Keeps abreast of legal requirements, state, and federal regulations and the impact of such requirements and regulations on the school system.
4. Works cooperatively with central office staff and local school administrators to encourage, explain, and enhance the most effective instructional strategies.
5. Researches and recommends appropriate policies and programs essential to the instructional program.
6. Coordinates and assists in the recruiting, selection, and recommendation for employment of educational personnel.
7. Coordinates and assists principals with the evaluation of educational personnel.
8. Consults with parents as needed and nurtures positive parental involvement whenever possible.
9. Supervises the timely and accurate filing of all appropriate reports and documents.
10. Develops appropriate budget recommendations and coordinates these recommended programs with other areas, especially federal programs, special education, and student services.
11. Assists in monitoring Continuous Improvement Planning at the school system level.
12. Analyzes, interprets, and presents data to appropriate stakeholders, and develops a plan to address instructional weaknesses identified by the data.

13. Provides leadership in establishing new programs, modifying existing programs, and building an improved understanding of instructional technology services and programs.
14. Provides direction regarding emerging instructional technologies and initiatives for district-wide projects and initiatives.
15. Manages a variety of program specific projects and components (e.g. online resources, instructional software, federal projects, district initiatives, grant programs, related resources, etc.) for the purpose of ensuring program actualization and success.
16. Conducts the full range of activities required to prepare, submit, and manage grant proposals and applications.
17. Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions and/or representing the district to external individuals and/or organizations.
18. Serves as district resource in instructional technology by providing expertise, support, and training in the area of management technologies to improve productivity.
19. Coordinates the use of technology by district administrators, school administrators, teachers, library-media specialists, support staff, and students to enhance the efficiency and effectiveness of programs and services.
20. Contributes to students' development of digital literacy skills through collaboration with teachers, curriculum leaders, and administrators for the use of technology in the instructional programs throughout the district.
21. Collaborates to plan, develop, and deliver professional development activities designed to use resources to enhance instruction and assessment.
22. Mentors teachers, instructional coaches, and administrators to implement the Alabama Digital Literacy and Computer Science Course of Study to increase the use of instructional technologies and enhance student achievement.
23. Collaborates with building administrators and building leadership teams to develop, evaluate, and implement technology plans; assists in the creation and management of the District Technology Plan.
24. Supports building administrators in their efforts to support staff's use and implementation of instructional technology.
25. Interprets and communicates the district's instructional technology program as well as philosophy, objectives, and available educational services to students, staff, parents, and community members.
26. Supports online evaluation system for personnel.
27. Oversees functioning of the technology operations of the district for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.
28. Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
29. Responsible for the requisition and recommended purchasing of materials, supplies, resources, equipment, and related services for the instructional

technology program including but not limited to electronic curricula and electronic textbooks.

30. Responsible for development and supervision of any contracted educational services.
31. Serves on system-wide discipline committee.
32. Any other duties as may be assigned by the Deputy Superintendent.

PHYSICAL REQUIREMENTS:

N/A

TERMS OF EMPLOYMENT:

THIS POSITION IS BEING FUNDED BY ESSER FUNDS. THEREFORE, THERE IS NO GUARANTEE OF FUNDING FOR THIS POSITION BEYOND THE FIRST YEAR.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the provisions of the Alabama State Department of Education.

Salary Schedule: Teacher Salary Schedule 12-month