CHARIHO REGIONAL SCHOOL DISTRICT
Job Description

Position Titles	Science, Technology, Engineering and Mathematics (STEM) and Humanities Specialists
Reports To	Assistant Superintendent of Schools
Level/Grade	5 through 12
Type of position:	☒ 12 Month ☐ 10 Month ☐ Contractor ☐ Extra Curricular

This position requires a commitment of time beyond the normal work day and year.

Qualifications
➢ Must be certified or have strong content knowledge in science, technology or mathematics (STEM) or English, social studies, foreign language, or the arts (Humanities).
➢ Must be a full-time educator and 'highly effective' (at the time of appointment) staff member at the High School or Middle School.

Essential Duties and Responsibilities *(other duties may be assigned)*

Under the general direction of the Assistant Superintendent of Schools, and in accordance with established policy and procedure, the STEM Specialist has responsibility for instructional leadership, professional development, curriculum integration, vertical articulation and educator evaluation in the areas of science, technology, engineering, mathematics, business, health, physical education, and family and consumer science.

Under the general direction of the Assistant Superintendent of Schools, and in accordance with established policy and procedure, the Humanities Specialist has responsibility for instructional leadership, professional development, curriculum integration, vertical articulation and educator evaluation in the areas of English, reading, social studies, art, music, foreign language, and library media.

➢ **Administration**
  ➢ Facilitates meetings with Department Chairpersons/Content Area Leaders on a regularly scheduled basis.
  ➢ Meets with building and district leaders as necessary.
  ➢ Coordinates work with the partner Specialist.
  ➢ Assists in the evaluation of educators, including required training.
  ➢ Submits reports, including those involving student achievement data, as requested.

➢ **Curriculum and Instruction**
  ➢ Leads in the development and implementation of integrated curriculum.
  ➢ Supports administration in the monitoring of curriculum.
  ➢ Promotes rigorous student engagement in structured school-wide, regional, statewide, and national activities related to STEM and/or the Humanities.
  ➢ Works with Department Chairs/Content Area Leaders to ensure that curriculum and instruction is vertically aligned, integrated and rigorous.
  ➢ Plans, implements, and evaluates professional development activities for educators.
  ➢ Serves on active curriculum task force(s) and on the District Curriculum Planning Council.
  ➢ Seeks the meaningful involvement of the business community in educational programming.
  ➢ Coordinates with the Special Education Department Chairperson and Special Education Content Area Leader to ensure that all students are exposed to a rigorous curriculum and have the supports to do so.
  ➢ Works with the guidance department to promote career exploration, especially for underserved populations.

> ➢ Uses achievement data to recommend and implement curriculum adjustments.

Supervises
Teaching and Support Staff

Skills Required
- ➢ Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public
- ➢ Ability to calculate figures and amounts
- ➢ Ability to utilize current technology for communication, data analysis, and access to research and instruction
- ➢ Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- ➢ Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies

Physical Demands
- ➢ The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ➢ While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment
- ➢ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ➢ The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements
Bachelors' Degree or higher

Terms of Employment
Stipend and length of appointment as specified in collective bargaining agreement.

Created 3/26/13

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.