



POSITION SUMMARY:

Under the direction of the Principal, the Program Coordinator of Science Technology Engineering and Mathematics (STEM) will oversee, teach, and assist with the planning, implementation, monitoring, and assessment of a school-wide STEM program. The STEM Program Coordinator will collaborate with the school's STEM Advisory Board, principal, teachers, and college instructors to plan, organize, and promote interdisciplinary STEM activities and expanded learning opportunities through the integration of successful strategies and multiple technologies. This position will also promote high-tech learning, which will ensure that students gain the necessary edge to compete and succeed in the global economy. Emphasis of all ongoing technology instruction will be in strengthening content learning while utilizing technology to differentiate and enhance student learning. This position will encourage parent involvement in student learning through open houses, volunteering, parent/teacher conferences, etc., and will promote good community relations among all stakeholders.

DUTIES & RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Provides instruction in STEM disciplines, particularly engineering related fields.

Assists in the planning, development, implementation, monitoring, and assessment of all STEM-related instructional programs, activities and events;

Ensures that all STEM activities provide authentic, problem-based curriculum experiences, and address and support district and school-wide goals and priorities;

Collaborates with instructional team to ensure a consistent, rigorous and equitable educational experience across the school in math, science, and technology education;

Coordinates the development and enhancement of STEM curricula for instructional programs, as needed;

Provides instructional support to teachers using best practices and research-based instructional methods;

The programs align with The Florida Career And Professional Education Act (CAPE);

Develops and presents STEM professional development for teachers;

Develop effective strategies for recruiting students through marketing materials, information sessions, and relationships with feeder schools;

Facilitates student participation in national and local math and science organizations and competitions;

Coordinates the collection of data to measure impact of the overall STEM Program;

Prepares and submits an end-of-year summary report to the principal for CAPE Certifications and other STEM programs;

Coordinates equipment, supplies and materials orders for STEM programs;

Coordinates and facilitates open houses, orientations, and other STEM activities for parents and students of interest;

Performs other duties as assigned.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of current trends in STEM education, including constructivist pedagogy, performance-based standards and assessments, Florida's STEM Standards of Practice, NGSS, and designing of STEM project-based, challenged-based activities;

Strong instructional skills and a broad knowledge of high school curriculum;

Two (2) years teaching experience in STEM subjects is preferred;

Highly self-motivated, self-directed and attentive to detail;

Strong technology experiences and skills;

Ability to work effectively and collaboratively with school administrators, classroom teachers, and professional organizations in providing rigorous academic experiences for all students;

Effective time management, documentation and organizational skills;

Ability to effectively prioritize and execute tasks under pressure;

Excellent written, oral, and interpersonal communication skills;

Ability to analyze student performance data; and

Proficiency with MS Office Suite (Word, Excel, Power Point).

EDUCATION and/or EXPERIENCE REQUIREMENTS:

Bachelor's degree from an accredited college or university in science, math or a related STEM field required; Master's degree is preferred. Middle and/or high school teaching experience preferred.

CERTIFICATION REQUIREMENTS:

Holds or is eligible for a Professional Certificate appropriate to areas of assignment issued the Florida State Department of Education.

APPLICATION REQUIREMENTS:

Interested individuals must submit a cover letter describing qualifications for and interest in position, a current résumé, a statement of teaching philosophy, and three letters of recommendation. Only applicants with complete applications will be considered.

Please send complete application package to

*Scot Bunch, Principal
James Madison Preparatory High School
176 NW Crane Ave
Madison, Florida 32340*

Or email application to Scot Bunch at sbunch@jmphs.org.

Please contact (850)253-2173 with any questions.

James Madison Preparatory High School is an accredited 501(c)3 tuition-free public charter school and does not discriminate illegally on the basis of gender, race, religion, national origin, disability, or age as to employment or educational programs and activities.