

# Ravenswood City School District

## Position Description

### **TITLE: Teacher on Special Assignment – Science, Engineering and Makerspace Specialist**

#### **Job Purpose Statement:**

Under the direction of the Director of Curriculum & Instruction, the Science, Engineering and Makerspace Specialist plans, organizes, directs and implements the educational services, training activities, instructional resources and support functions of STEM-related curriculum and other assigned program areas to enhance student learning and achievement. Provides consultation and professional development activities to administrators, staff and faculty to enhance the educational effectiveness of students in the areas of science, engineering and making.

#### **Essential Job Functions**

- Develop and implement the vision for 21st Century learning in science, engineering, and Makerspaces.
- Direct the development and implementation of STEM curriculum, goals, activities, plans, projects, services, standards, strategies and objectives with a focus on Science, Engineering, and Makerspaces.
- Provide Science, Engineering, Career and Technical Education (CTE), and Makerspace content leadership.
- Support a commitment to addressing the achievement gap for students of color, students living in poverty and English Learners through STEM activities while increasing the achievement of all students.
- Research, obtain and maintain grants and other funding sources as needed.
- Plan, design, develop, implement, coordinate and conduct training and professional development activities for faculty, staff and administrators.
- Connect administration, staff, parents, and students with the current trends in innovative education practices.
- Mentor teachers and monitor the effectiveness of STEM instruction through data-driven analysis linked to Next Generation Science and Common Core standards and assessments.
- Provide professional development sessions to all content area teachers.
- Provide professional development and lead collaboration for team of (classified) makerspace lab managers (tinkerers).
- Foster collaboration between classroom teachers and makerspace tinkerers.
- Supporting LCAP implementation including defining metrics for success of makerspaces.
- Provide consultation and technical assistance to faculty, administrators, staff, parents and students concerning STEM.
- Establish and maintain liaisons with districts, universities, outside agencies, organizations, and other partners.
- Perform other related duties as assigned.

### **Knowledge, Abilities and/or Physical Requirements:**

- **KNOWLEDGE OF:**
  - Equitable programs and best practices which address the achievement gap.
  - Principles, theories, standards, practices, strategies and procedures involved in enhancing student learning and achievement.
  - Knowledge of curriculum standards and application in subject or instructional areas including science and engineering.
  - Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of District students and staff.
  
- **ABILITY TO:**
  - Plan, organize, and complete multiple projects simultaneously, meet deadlines, regularly evaluate outcomes, respond to requests (primarily email) in a timely manner.
  - Maintain a learner stance within departments and stakeholder groups and collaborate with multiple stakeholders across content areas, administrators, district support, and other partners.
  - Prepare and deliver clear and concise presentations (oral and written) to a variety of audiences (colleagues, cross-department personnel, teachers, administrators, etc.).
  - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
  - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
  - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
  - Meet District standards of professional conduct as outlined in Board Policy.
  
- **EDUCATION AND/OR EXPERIENCE:**
  - Bachelor's degree from an accredited college or university; Master's degree preferred.
  - Three (3) years of successful classroom teaching experience preferred.
  - Experience facilitating professional development and application of adult learning theory, or success in a leadership role.
  
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

### **License, Certification, Bonding, and/or Testing Requirements:**

- Valid California Teaching Credential with English Learner authorization.
- Valid California Driver's License.

**Working Conditions:**

- **ENVIRONMENT:** Classroom environment and/or home/hospital instruction. Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

**Reports to:**

- Director of Curriculum & Instruction

**Work Year:**

- 10 months

**Salary Placement:**

- RTA Certificated Salary Schedule

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Certificated Personnel and the RTA Contract.

**Salary:**

- \$6,000 stipend (when available through outside funding)