

## **Killeen Independent School District Job Description**

**Job Title:** Director for STEM Academy  
**Reports To:** Chief College, Career & Military Readiness Officer  
**FLSA Status:** Exempt

### **SUMMARY**

Directs and supervises the implementation and development of a science, technology, engineering and mathematics focused curriculum and an overall integrated academic program in grades 6-12.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Plans the necessary time, resources and materials to support implementation of STEM curriculum.

Plans, implements, evaluates, and revises instructional programs including learning objectives, instructional strategies, and assessment techniques.

Monitors all activities and programs that are outgrowths of the campus level curriculum to include special education, Title I, compensatory programs, bilingual/ESL programs, talented and gifted programs, tutoring, testing, and all other special programs.

Provides classes within established guidelines to meet student needs.

Directs collaborative development and revision of curricula to meet students' needs.

Oversees the implementation of Project Based Learning (PBL) process for all STEM students and ensures that PBL's are developed and monitored by teachers.

Works with principals and teacher committees in conducting grade level, departmental/academic team meetings and vertical team meetings in order to effect the alignment of the STEM instructional program.

Establishes and maintains an effective learning climate in the school.

Develops and implements short-term and long-term range campus plans.

Understands and accepts the scope of authority.

Supervises all professional, paraprofessional, administrative, and nonprofessional personnel assigned to the STEM Academy.

Appraises and conferences with campus personnel regarding their performance.

Recommends to the Superintendent the termination, suspension, or nonrenewal of an employee assigned to the campus.

Approves all teacher and staff appointments for the STEM Academy.

Orients newly-assigned faculty members and assists in their development.

Promotes professional development that improves the knowledge of teachers, campus leadership and paraprofessionals in content knowledge and instructional practices that are scientifically based and aligned with district philosophy.

Conducts faculty meetings.

Involves campus staff in the planning of staff development activities (See Board Policy DMA).

Exhibits and encourages the highest standard of professional conduct and bases daily decisions on ethical principles.

Ensures that the Code of Ethics and Standard practices for Texas Educators is followed and uses an understanding of legal issues to make sound decisions.

Develops, coordinates and delivers strong community and public relations communique and serves as liaison with business industry, and higher education organizations.

Assumes responsibility for official campus correspondence and news releases.

Serves as a member of committees and attends meetings as directed by the superintendent or designee.

Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.

Attends special events held to recognize student achievements, and attends school sponsored activities, and functions.

Establishes positive relationships and interacts with students and parents.

Establishes and maintains an inviting, receptive campus environment for parents and community.

Ensures that conferences between parents and teachers are held.

Oversees recruitment of new students annually.

Assists with specifications and budget preparation for instructional supplies, equipment, and materials, (as appropriate).

Manages and supervises budgeted funds, purchases and inventory for the STEM Academy.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Is responsible for the overall direction and coordination and evaluation of the STEM Academy.

Supervises employees in the STEM Academy. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems; evaluation of job performance to ensure effectiveness.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

Master's degree; five years teaching experience, plus three years campus level administrator experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal certification required.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Board of Trustees, administrators, employees, students and public groups.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc..) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must occasionally be able to restrain students, without injuring students. Must occasionally be able to run after a student and/or react quickly to violent situations. Additionally, the employee must occasionally deal with students and adults in tense and confrontational situations.

## **WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Occasional work during the weekends and evenings for special school functions.

**Revised Date:** March 20, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.