

I. IDENTIFYING INFORMATION

Position Title: STEAM Instructional Specialist

Status: Full-time

Reports to: The Principal and the Director of Systems and Special Projects

II. PRIMARY FUNCTION OF THIS POSITION

Under the general supervision of the Principal & the Director of Systems and Special Projects, the STEAM Instructional Specialist is a primary point of contact for faculty and staff seeking technical support with classroom and media technologies and serves as the Nativity STEAM ambassador and champion.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. STEAM Curriculum Responsibilities

- Operate as an advocate for and supporter of inquiry and problem-based learning
- Provide guidance and coaching to teachers on educational and instructional methodology
- Serve as a resource for faculty and administrators as they seek additional resources both traditional and electronic, which support the curriculum
- Work with faculty to create and disseminate information to various stakeholders about students, projects, and progress
- Work with community organizations to provide or expand co-curricular programming which support student success
- Provide data on programming to stakeholders and administration reporting
- Implement and monitor a system of measurement of student performance
- Acts as a resource to the Development Director for writing grants to support STEAM programming
- Rollout and develop creative STEAM projects with teaching staff
- Research and recommend the purchase of appropriate STEAM tools and resources for classroom usage
- Ensure that classroom teachers are appropriately trained to use STEAM tools and resources
- Plan and implement PD opportunities for faculty and staff
- Helps design and develop programs related to STEAM topics and creates opportunities for STEAM teachers

- Accompanies students to competitive events to showcase STEAM projects
- Provides regular updates about the impact, progress, and challenges of the STEAM program
- Coordinates the development and enhancement of STEAM curricula for instructional programs
- Attends all faculty and department meetings
- Other duties as assigned by the principal

2. Technical Support Responsibilities

- Provide Tier I technical support in the resolution of technical issues at Nativity
- Use the Nativity Help Desk to respond to and document all technology related issues
- Develop and follow best practices and procedures
- Conduct analysis, planning, testing, and implementation of technology solutions
- Assist with maintaining the Nativity and Cincinnati Public Schools technology inventory
- Manage user creation and removal on all systems
- Develop and edit customer and technical support knowledge base documentation
- Informs students and staff of available technology/media and assist with its integration in the classroom.
- Assembles collections of media that support the curriculum.
- Collaborates with and coaches staff to provide resources in technology literacy skills.
- Provide recommendations to the Director of Systems & Special Projects on the purchase of technology equipment and software based on current best practices and needs within Nativity.
- Attends all Office of Systems & Special Projects department meetings
- Other duties as assigned by the Director of Systems & Special Projects

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)

- Ability to work collaboratively with teaching, clerical, and administrative staff
- Knowledge of websites and apps pertinent to the teaching of science, technology, engineering, and mathematics
- Excellent written and public speaking skills

- Knowledge of current best practice in inquiry-based pedagogy and teaching practices
- Experience and passion for hands on learning
- Reflective, committed to ongoing professional development, and open to feedback
- Ability to use and adapt to a wide-array of technology as tools to support and deepen student learning and instruction

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- Bachelor’s or advanced degree required. Classroom teaching experience preferred, particularly in math or science.
- Google Administrator Certification (or willingness to become certified)
- Google Certified Teacher Level I & II (or willingness to become certified)

V. WORKING ENVIRONMENT

This position requires frequent evenings and/or weekend work and a flexible schedule.

Employees of Nativity Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Nativity Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VI. ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

*Designates Essential Functions