



T U L S A

PUBLIC SCHOOLS

Job Title: Science, Technology, Engineering, Mathematics (STEM) Specialist

Department: College and Career Readiness
Reports To: Director of College and Career Readiness
Grade: Teachers' Salary Schedule
Number of Days: 12 Months
Security Access: ESC
Current Date: January 31, 2013
Overtime Status: Exempt

Job Objectives: Implement, manage, and coordinate functions of College and Career Readiness Programs and perform other related assigned duties

Minimum Qualifications:

- BS Degree in CareerTech.
- 5 years teaching experience in CareerTech.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervise and develop STEM, Health, and Agricultural teachers.
- Provide leadership and training for CareerTech student organizations.
- Assist in the process to recruit, hire, and train highly qualified CareerTech teachers.
- Provide leadership & management to the STEM, Health, and Ag programs.
- Implement Project Lead the Way curriculum & testing.
- Assist teachers with CareerTech student organizations.
- Assist teachers with grants and technology.
- Assist with CareerTech inventory and requisitions (orders).
- Assist with professional development.
- Represent the College & Career Readiness Department with advisory groups.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Work collaboratively with administrators and teachers.
- Technology skills.
- Knowledge of CareerTech & Project Lead The Way curriculum.

Supervisory Responsibility:

- STEM, Health, and Agricultural teachers

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Department office and secondary school sites

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