

WESLEYAN SCHOOL

Director of STEM

The director of STEM has curricular, extracurricular, supervisory, and administrative responsibilities. The director of STEM has a passion for academics and for encouraging teachers in best practice methodology within STEM. In this role, the director of STEM reports to the associate head of school, serves on the Wesleyan Academic Council, and teaches three classes.

Curricular Responsibilities:

- Oversees STEM curriculum K – 12. Communicates needs with associate head of school.
- Coordinates sequencing of STEM courses K – 12.
- Leads the process of identifying and adopting high-quality educational resources, including textbooks and online platforms, for K–12 instructional programs.
- Continues to develop the individual curriculum by grade level K – 12.
- Coordinates with grade chairs regarding curriculum/subject matter questions.
- Maintains an inventory of departmental materials and supplies.
- Orders necessary department equipment or materials through the division principals.
- Manages the department budget as well as accounting for each division's cash flow.
- Oversees the use, productivity and maintenance of ten 3D printers.

Extracurricular Responsibilities:

- Oversees STEM extracurriculars K – 12. Communicate needs with associate head of school.
- Coordinates sequencing of STEM extracurriculars K – 12. Current extracurriculars include:
 - Technology Student Association (MS and HS) on local, state, and national levels.
 - VEX Robotics (MS and HS) on local, state, and national levels.
 - International Science Fairs (HS only) on local, state, and national levels.
 - STEM summer camps.
 - STEM enrichments after-school K – 5.
- Oversees the selection and development of coaches and advisors for STEM extracurriculars and collaborates with the associate head of school regarding stipends.
- Maintains an inventory of extracurricular materials and supplies.
- Orders necessary extracurricular equipment or materials.
- Orchestrates off-campus trips and experiences for STEM extracurriculars.
- Manages the extracurricular budget as well as accounting for each division's cash flow.

Supervisory Responsibilities:

- Coordinates professional development activities of teachers.
 - Distributes information to teachers regarding seminars, conferences, publications, etc. that keep teachers updated in their field.
 - Approves/authorizes teacher enrollment into professional organizations, requesting funds through the professional development budget and the associate head of school.
 - Keeps abreast of technological advances in subject area.
 - Coordinates attendance at conferences for department members in middle and high school per fund approval of principals and the associate head of school.
- Supervises instructional faculty in the STEM department.
 - Observes teachers during the first semester a minimum of two times if new to Wesleyan, once for others; additional classroom observations should be made as necessary.
 - Makes classroom observations and give feedback to teachers in a timely fashion.
 - Coordinates and monitors the STEM teachers' setting of goals, implementation, and measurements for professional development and evaluation.
 - Provides guidance to teachers regarding planning curriculum, methods, discipline, testing, and grading.
 - Helps teachers to create a plan of action both to build upon strengths as well as to correct any deficiencies in their classroom teaching, evaluation of students, or communication.
 - Inspects input of grades by teachers in the learning management system.
 - Guides and supports teachers through the parent communication process when parents express concerns or conflicts occur.
 - Communicates proficiencies/deficiencies with the division principals and associate head of school.

Administrative Responsibilities:

- Plans and conducts monthly department meetings for STEM faculty.
- Attends Academic Council meetings; shares in policy setting recommendations for academics.
- Interviews prospective faculty candidates for STEM faculty and administrative candidates as appropriate.
- Evaluates STEM faculty with the division principals and associate head of school.
- Coordinates with the division principals in the spring to assist in assigning teachers to courses for the following year.
- Advises teachers on honors and AP placement for students in grades 9-12.
- Collaborates with the textbook coordinator on book orders for new teachers, new courses, or for classroom copies of various texts.
- Attends evening events scheduled for students and parents new to Wesleyan and for rising 9th grade students and parents.

Qualifications:

- Grounded in the Christian faith.
- Master's degree or higher in education or in the content area that he/she oversees.

- Education, degrees, and experience in engineering, computer science, or biomedical science are preferred.
- Experience with coding and other related programming is preferred.
- Strong interpersonal and leadership skills.
- Strong organizational skills and attention to detail.
- Ability to guide and evaluate instruction for faculty.
- Vision for STEM education and the STEM department.

The job duties and responsibilities outlined are not exhaustive and may be subject to change.