

PROGRAM DIRECTOR OF GIRLS K-8 STEM PROGRAM

TITLE: PROGRAM DIRECTOR OF GIRLS K-8 STEM PROGRAM

REPORTS TO: Superintendent's Designee

SUPERVISES: Assigned Personnel

JOB FUNCTION: The Program Director of the Girls K-8 STEM program will serve as a critical agent in providing leadership, expertise, support, and advocacy for the development, implementation, sustainability, and evaluation of an effective and comprehensive girls STEM education experience. The Program Director is directly responsible for leveraging high quality teaching and learning for all students, creating a STEM environment designed to provide authentic, positive experiences and a culture that equips girls to successfully enter any career, poised to be global leaders, beyond high school.

MEASURES OF SUCCESS:

- Increase in student achievement and growth:
 - State Academic Standard expectations
 - District-based assessments
 - Curriculum benchmark assessments
- Closing achievement and opportunity gaps
- Improve learning, culture, and environment
- Increase student, family, and community engagement
- Increase the high school graduation rate and ensure every child graduates college and career-ready

PERFORMANCE RESPONSIBILITIES:

1. Oversees and supervises teachers, including providing professional learning to meet the needs of and empowers all girls and young women.
2. Fosters meaningful relationships with families and community partners to provide holistic support for all girls and young women within and across the school, responds to opportunities and challenges presented by a diverse community, and creates a strong support structure to ensure all students are achieving.
3. Manages team administration and operations in adherence to district policy, state law, and in the best interests of all girls and young women. This includes

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making sure that all team members are held accountable for meeting clear expectations.

4. Works collaboratively with district and school leaders to create a seamless K-12 learning community for girls and young women.
5. Creates a climate of professional collaboration and sharing of best practices by establishing structures that foster shared learning, information, resource exchange across classrooms, and a culture that empowers all girls and young women.
6. Partners with district and school leaders to evaluate existing programs, services and practices to expand those that are most effective and reduce or eliminate those that are less effective.
7. Leads the determination, planning, and implementation of professional learning K8, including professional learning timeline, support, and courses in the areas of Technology, Assessment for Learning, Differentiated Instruction, Equity, STEM Inquiry, and others.
8. Develops curriculum alignment K8, focusing on high school and college readiness, specifically empowering girls and young women, and aligned to CCSS, NGSS, ISTE Standards, and other initiatives.
9. Works with staff to determine effective structuring of the school day, staff specialization, and multi-age instruction.
10. Determines appropriate assessments to provide data on student achievement, to include benchmark assessments and interventions.
11. Coordinates K8 student intervention program in STEM and provides STEM enrichment opportunities for K8 students.
12. Communicates regularly with the Advisory Board regarding program needs, progress, and evaluation.
13. Recruits, screens, recommends employees for hire, assigns and evaluates program staff.
14. Coordinates with the New and Innovative Programs office to manage the application, selection, and enrollment process for the school with attention to achieving balance and diversity in the student population.
15. Works with families, individuals, and community groups to promote understanding, advocacy, and leadership in the area of STEM Education
16. Works collaboratively with school staff, coordinators, resource teachers, and other specialists to provide support to schools regarding the implementation of effective instructional strategies
17. Researches current trends in the area of early intervention and implements

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effective instructional strategies

18. Attends and participates in meetings, including District Leadership Meeting and Cadre meetings.
19. Prepares, monitors, amends to all record-keeping, correspondence, requests, meetings, and special requests.
20. Maintains active involvement in local, state, and national professional organizations related to STEM Education
21. Consults with subject area experts to provide a quality integrated approach to STEM education
22. Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
23. Maintains regular attendance
24. Performs other duties as assigned

QUALIFICATIONS AND KEY COMPETENCIES:

1. Is an instructional leader with deep knowledge of literacy and numeracy, as well as experience designing and implementing successful instructional strategies for English Language Learners, students with special education needs, and students identified as gifted and/or talented.
2. Demonstrates a sense of urgency around closing the opportunity and achievement gaps, can lead instructional improvements, and takes targeted action to ensure success of all girls and young women.
3. Has expertise in building an effective team, coaching, and ensuring professional growth for all teachers.
4. Articulates a vision, sets high standards, and effectively guides schools to commit to high expectations for all students by setting actionable, measurable goals and seeing them through to completion.
5. Is a strong communicator; speaking, listening and writing.
6. Understands how to use multiple sources of data to inform daily decisions to improve instructional practice and instills this practice in others.
7. Pursues and implements innovative ideas and methods; remains committed to seeking out and sharing current research and evidence-based best practices.
8. Is knowledgeable of operations, management and organizational design and uses this knowledge to ensure improved student outcomes.
9. Builds collaborative relationships with a wide variety of constituent groups, including external partnerships, to ensure the entire system operates in the most effective manner possible to support school and principal needs.
10. Demonstrates an unyielding commitment to continuous improvement and an unwavering belief that all students can achieve at high levels.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Master's degree in Education or related field
- Background in math, science, technology, or engineering
- Experience managing within a complex educational organization.
- Experience teaching urban youth and coaching, teaching, and mentoring educators for a minimum of five years.

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Principal Certification

Original Date: November 2019

Revision Date: _____