



JOB DESCRIPTION

JOB TITLE: STEM Curriculum Specialist	FLSA: Exempt Security Sensitive: Yes
Department: HSI STEM Grant	Date Revised: 5/19/2015
Security Sensitive: Yes	Grade: Faculty
Reports To: HSI STEM Project Director	

Job Summary:

The STEM Curriculum Specialist reports directly to the STEM Project Director and indirectly to the Vice President of Instruction. The STEM Curriculum Specialist has specific responsibility for assisting faculty in the development and delivery of competency-based programs biology, chemistry, physics, and mathematics.

Essential Functions:

- Assists faculty in the development and delivery of a competency-based program in chemistry, biology, physics, and mathematics;
- Assists faculty with course revision and/or redesign in order to facilitate the development of effective competency-based learning outcomes and course alignment with partner universities;
- Works to ensure incorporation of new instructional technologies and strategies in STEM lecture and laboratory areas;
- Assists faculty with pilot instruction, evaluation, and course revision as needed;
- Prepares materials to inform the college community about the new program, its requirements, objectives and employment opportunities;
- Prepares syllabi and course outlines;
- Pilots new courses, evaluates new courses and revises, as appropriate;
- Develops, coordinates and teaches required laboratories, as needed;
- Actively recruits for the STEM programs;
- Provides and supports student advisement and student support services;
- Assists HSI STEM Project Director with data collection and evaluation to meet HSI STEM project objectives;
- Maintains currency in subject matter through professional development;
- Plans and organizes instruction in ways to maximize student learning;
- Effectively employs appropriate teaching and learning strategies and methods to meet the diverse needs of students;
- Prepares and submits in a timely manner all reports, budget reports and other documents related to the HSI STEM project and grant;
- Coordinates development of Articulation Agreements with area universities;
- Complies with all institutional, state, and federal guidelines, policies and regulations;

- Teaches classes as assigned;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties as assigned.

Minimum Education, Skills and Abilities:

- Hold a master's degree in a science, technology, engineering, or mathematics area or hold a master's degree in a closely related area with a minimum of 18 graduate semester hours in a STEM area;
- Five years teaching/instructional experience;
- Demonstrated experience in STEM course instruction and curriculum development;
- Strong organizational skills;
- Demonstrated leadership skills and skills in establishing and maintaining effective working relationships with faculty, staff, other departments, students and the public;
- Ability to work within an open and team environment using collaborative approaches;
- Ability to focus on student learning and student success;
- Ability to foster college-wide partnerships to promote quality in education;
- Demonstrated strong oral and written communication skills;
- Strong computer skills.

Preferred Education, Skills and Abilities:

- Demonstrated ability to develop and implement new programs to serve the needs of the college and the community;
- Demonstrated bi-lingual skills.

Work Environment / Physical Requirements:

- Works primarily, although not exclusively, in a climate controlled environment;
- This position requires average agility and good physical condition;
- Must be able to lift 25 pounds;
- Work requires lifting, stooping, bending, stretching, walking, standing, climbing, pushing, pulling, and other physical exertion;
- Work requires frequent near vision use for reading and computer use;
- Occasional stressful conditions.

Special Requirements:

- Ability to work some evenings and weekends.
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date