

PARISH



EPISCOPAL SCHOOL

WISDOM ▪ HONOR ▪ SERVICE

Title: Middle School STEM Instructor
Classification: Salary; Exempt

Status: Full-time; 9.5 months
Reports to: Middle School Division Head

JOB SUMMARY

The Middle School STEM Instructor is a full-time 9.5-month position and reports directly to the Middle School Division Head. ParishSTEM is a comprehensive and embedded hands-on program, which exposes all students to hands-on design projects and activities integrating science, technology, engineering, and mathematics in relevant, applied, creative and collaborative learning. Major responsibility of the position is to provide and facilitate creative and innovative learning opportunities for 5-8th grade students in the areas of science, technology, engineering, and math including Robotics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Create a positive and structured learning environment with a high “excitement factor” so that students are motivated, inspired, and invested in STEM learning.
 - Select and prepare hands-on Middle School enrichment STEM curriculum in conjunction with divisional and department leadership.
 - Create student-centered learning environments that encourage inquiry, productive failure, and risk taking.
 - Guide students through the Engineering Design Process with hands-on projects.
 - Research, develop and prototype innovative maker activities and projects with clear learning objectives tied to department competencies.
 - Teach/Coach 6-8th grade FIRST LEGO League Challenge Competitive Robotics and attend weekend competitions as scheduled.
 - Facilitate large and small group instruction in the Design Den.
 - Regularly collaborate with the Communications Office and department leadership to develop MS STEM news stories.
 - Keep up-to-date on ever-changing STEM technology (hard and software) so that the curriculum remains fresh and cutting edge (examples include but are not limited to LEGO Spike Prime Robots, Autodesk Revit, Retina Engrave, Autodesk Fusion, Inkscape, Tinkercad, 3D Printing).
 - Participate/support department retreats and weekly meetings as needed to facilitate cross-curricular innovative modern learning.
 - Assist with the regular maintenance of tools, equipment, and machinery in the Design Den and general daily Design Den upkeep.
 - Demonstrate a professional growth mindset, as evidenced by an up-to-date professional portfolio of projects and attendance at conferences, with regard to academic professional development and technical skill development (tools, machinery, software programs).
 - Plan and execute developmentally appropriate units and lessons to meet subject objectives.
 - Act as the advisor for one section of students. Advisors serve as the point person for communication with the parents of the advisory students.
 - Conduct parent teacher conferences at scheduled intervals and on an as needed basis.
 - Manage and monitor student learning.
 - Assist with extra-curricular activities as assigned.
 - Coordinate with other instructors and administration to develop the total child.
 - Adhere to Parish Episcopal “Characteristics of Effective Teaching.”
 - Promote the school’s statement of mission and philosophy.
 - Prepare students for the next grade level.
 - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Staff Development Meetings
- Attends Chapel
- Attends Division Meetings
- Attends Department & Team Meeting
- Attends school events such as Middle School Night, Admission Open House, Field Trips/Class Trips

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree; relevant Master's Degree preferred
- A background and interest in science and math education is preferred.
- 3-5 years of teaching at the Middle School level, experience with FIRST LEGO League Robotics and Project-Based Learning as well as a working proficiency in the use and repair of power tools and machines. Individuals with professional engineering experience are also encouraged to apply.

Job Knowledge, Skills, and Abilities:

Candidate must have knowledge and experience in using a hands-on and inquiry-based approach to teaching and learning with Middle School-aged students. Candidate must be comfortable with the use of technology and 21st century tools as instructional elements.

The candidate must possess a creative, energetic, and innovative spirit. He/she must be self-motivated and be willing to participate in ongoing professional development and independent learning to meet the necessary demands of the position. Candidate must have excellent communication and organizational skills. He/she must be able to collaborate with teachers to prepare and plan for appropriate instruction in the Design Den. The candidate must demonstrate enthusiasm, commitment, and dedication to the continued development of the STEM initiative at Parish. Involvement in student life is an expectation of all teachers including, but not limited to, lunchroom and carpool duties and field trip/class trip participation.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom/Shop Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing
- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer & Machinery
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist

- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 - 40 pounds
- Lifting 0 - 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 - 40 pounds
- Carrying 0 - 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making - Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.

March 2023