



STEM Teacher & Program Coordinator

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

Job Summary

Tallulah Falls School seeks a full-time STEM Teacher & Program Coordinator. The STEM Teacher & Program Coordinator serves as the primary leader for the institution's interdisciplinary technical initiatives, focusing on the integration of science, technology, engineering, and mathematics. The primary function of this role is to coordinate and align the STEM curriculum for grades 4-12, ensuring a seamless academic progression across both the Middle and Upper Schools. The Coordinator will actively utilize the STEM Lab to provide hands-on, inquiry-based learning experiences.

Key responsibilities include the creation and implementation of an engaging STEM curriculum that challenges students and meets the major functions for which the job is held accountable. Furthermore, the Coordinator is responsible for designing and executing the specific requirements for a STEM graduation seal, providing a clear pathway for graduates to demonstrate elite proficiency in technical fields. Central to this role is the ability to collaborate with other disciplines to incorporate STEM principles across the entire campus, fostering an environment where technical literacy is fundamental to the school's educational objectives.

Preferred candidates will contribute to the academic and extracurricular life of the school through a willingness to coach, sponsor a club and/or engagement through our Residential Life. Salary is commensurate with education and experience. Those fortunate enough to influence young lives at TFS receive a competitive benefits package.

Responsibilities

- **Instructional Leadership:** Plan and deliver rigorous Upper School Honors and AP-level coursework in science, technology, engineering, or mathematics.

- Program Coordination: Oversee the development and integration of the STEM curriculum across the Upper School to ensure a cohesive and progressive educational experience.
- Laboratory Management: Maintain and organize specialized STEM facilities, ensuring all equipment (such as 3D printers, robotics kits, and lab stations) is functional and meets safety standards.
- Extracurricular Coaching: Lead and/or coordinate competitive STEM teams, such as Robotics, Math Tier, Science Olympiad, or Drone including managing travel and competition schedules.
- Data Analysis & Assessment: Monitor and evaluate student performance data to refine instructional strategies and meet the specific objectives of the STEM program.
- Stakeholder Engagement: Communicate program goals and student achievements to various levels within the organization, including administration and the parent community.
- Professional Development: Stay current with emerging technologies and pedagogical trends to keep the Tallulah Falls STEM program at the forefront of secondary education.
- Administrative Oversight: Assist in the procurement of materials and the management of the STEM department budget.
- Safety Compliance: Ensure all classroom and laboratory activities comply with school policies and ADA regulations.
- Manual and Technical Tasks: Demonstrate manual dexterity sufficient to operate and troubleshoot complex office and laboratory machinery.
- Budgetary Oversight: Develop and manage the annual STEM department budget, ensuring the strategic procurement of laboratory supplies, technology, and competition materials.
- Other duties as assigned.

Requirements & Qualifications

- Education: A Bachelor's degree from an accredited institution in a STEM field (Science, Technology, Engineering, or Mathematics) or Secondary Education is required; a Master's degree or higher is preferred.
- Certification: Must hold or be eligible for a valid Georgia teaching certificate in a relevant secondary-level STEM field.
- Experience: Proven experience teaching Upper School (high school) honors or AP-level STEM courses, along with prior experience in program coordination or curriculum leadership.
- Technical Proficiency: Must be able to constantly operate a computer and specialized instructional technology, including laboratory equipment, 3D printers, or coding platforms.

- Analytical Skills: Must possess advanced mathematical skills, including but not limited to addition, subtraction, multiplication, and division, as applied to scientific and engineering contexts.
- Communication: Must be able to communicate complex technical concepts and respond to questions from various levels within the organization, including students, parents, and administration.
- Instructional Literacy: Must be able to understand, interpret, and implement complex written and verbal instructions regarding safety protocols and academic standards.
- Project Management: Demonstrated ability to organize competitive STEM teams (such as Robotics or Math Tier), manage program budgets, and coordinate interdisciplinary projects.
- Physical Capability: Must have the manual dexterity sufficient to perform specified duties, including the handling of delicate laboratory instruments or mechanical components.
- Work Stamina: Must be able to sit and/or stand for an extended period of time during instructional blocks and extracurricular labs.
- Adhere to and enforce all school policies.

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time
- Must be able to bend, reach, lift and climb
- Must be able to constantly operate a computer, and other office machinery, such as calculator, copy machine, computer printer.
- Must be able to understand written and verbal instructions
- Must be able to communicate and respond to questions from various levels with the organization
- Must have manual dexterity sufficient to perform specified duties
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 45 pounds
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division

In addition to completing the employment application, interested candidates should email a cover letter, resume, and a list of three professional references to the attention of Jeremy Stille at jeremy.stille@tallulahfalls.org. No phone calls, please. The employment application can be found here- <https://www.tallulahfalls.org/about/careers#current-job-openings>

Tallulah Falls School is an equal opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.