



HIGHLAND PARK ISD

Office of Human Resources

Job Title: STEAM Lead

Exemption Status/Test: Exempt/ Education

Reports to: Executive Director of Moody
Innovation Institute

Pay Grade/Days: Teacher Pay Grade/ 187 days
+20 optional additional days

Dept./School: Education Services

Date Revised: June 2023

PRIMARY PURPOSE:

Maximize achievement and growth for all students by building capacity in teachers. Support teachers at the campus and classroom level through various modes of professional learning in the application of skills to improve best practices related to teaching and learning. Work collaboratively with staff to promote high quality teaching, improved student learning, and a culture of continuous improvement in STEAM areas.

QUALIFICATIONS:

Education/Certification:

Master's Degree required
Valid Texas Elementary or Secondary Certification
GT Training (will be required by end of first semester or already completed)

Knowledge/Skills/Abilities:

Deep understanding of Texas Essential Knowledge and Skills (TEKS) including relationship between content and performance standard.
Deep understanding in multiple areas of STEAM (Science, Technology, Engineering, Arts, and Math)
Deep understanding of the relationship between Curriculum, Instruction, and Assessment.
Demonstrates implementation of effective instructional strategies.
Knowledge of the Response to Intervention (RtI) Process for student interventions.
Ability to identify campus teaching and learning needs.
Ability to disaggregate, analyze, and facilitate data driven conversations.
Experience working with teachers to improve instruction and student learning.
Ability to model lessons and to provide coaching to adults.
Knowledge of the change process and proven leadership as a change agent or facilitator of change.
Evidence of strong planning and organizational skills.
Demonstrates flexibility within the daily demands of the campus and district.
Ability to structure your own time and manage multiple priorities.
Ability to effectively communicate with others in written, interpersonal, and verbal formats (listening).
Evidence of excellent interpersonal skills and ability to cultivate relationships. • Ability to utilize technology for communication, planning, training and classroom instruction.
Demonstrates the ability to work effectively as part of a team and solve problems collaboratively.
Ability to establish and maintain trust, rapport, and credibility with the entire school community.



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Demonstrates a commitment to ongoing professional learning.

Demonstrates the ability to facilitate campus and district level professional learning.

Evidence of taking district or campus leadership positions or opportunities over the past three years.

Understanding of student engagement and how it relates to instructional design.

Experience:

3 years teaching experience preferred

Demonstrated leadership experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Role of Curriculum Specialist:

1. Support teachers to deepen their content knowledge.
2. Support teachers in unpacking Texas Essential Knowledge and Skills (TEKS) to identify the content and performance standard.
3. Support teachers in implementing the district curriculum and state standards ensuring alignment between the written, taught and tested curriculum.
4. Assist teachers in developing standards based learning and assessments.
5. Contribute to the district curriculum development process, specifically in the areas of STEAM.

Role of Instructional Specialist:

6. Plan with teams and/or individual teachers to select appropriate and effective strategies to meet the needs of all students.
7. Assist teachers in the implementation of effective instructional strategies that respond to the needs of diverse learners.
8. Support the use of a variety of evidence-based resources to improve instruction.
9. Support teachers in meaningful integration of digital tools in classroom instruction.

Role of Classroom Supporter:

10. Build staff capacity by providing support, training, coaching and mentoring with the expectation of improved instruction and increased student learning.
11. Provide support, model, co-plan or co-teach lessons and/or effective instructional strategies, and provide feedback to teachers to ensure the alignment of instruction to curriculum.
12. Provide support, model, co-plan or co-teach management techniques, and provide feedback to teachers.
13. Provide direct classroom support to teachers based on a gradual release model that ranges from modeling to co-teaching with timely and specific feedback.
14. Provide support for novice teachers to increase instructional skills.
15. Assist teachers in implementing standards based learning and assessments.

Role of Data Coach in STEAM areas:

16. Facilitate conversations with colleagues to analyze different types of data and to identify campus, grade level, department, and/or classroom trends and professional learning needs.
17. Provide support in using data from multiple measures to impact instructional decisions at the campus, grade level, department, and/or classroom level.



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18. Support teachers in the analysis of data to identify and differentiate for the individual needs of students and create plans for action.

Role of Learning Facilitator:

19. Collaborate with campus and district administrators to design, coordinate, and implement targeted, job-embedded, and standards based professional learning.
20. Facilitate and lead professional learning based on the needs established.
21. Conduct coaching conversations to promote teacher reflection and goal setting.
22. Serve as a leader amongst district committees/leadership roles.
23. Participate in ongoing professional learning in order to support the needs of the campus.

Other:

24. Perform duties as needed to support meeting the goals and objectives based on the Moody Innovation Institute STEAM Grant.
25. Provide administrative support for the STEAM Grant.
26. Provide oversight and management of the HPISD Digitalium.
27. Compile, maintain, and file all required physical and computerized reports, records, and other documents.
28. Model behavior that is professional, ethical, and responsible.
29. Maintain confidentiality.
30. Attend all District initiated professional learning related to the position.
31. Comply with policies established by federal and state law, State Board of Education rule, and board policy.
32. Comply with all district and campus routines and regulations.
33. Maintain a positive and effective relationship with supervisors and various district departments.
34. Follow district and campus safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 30 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress



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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____