Job Title:	STEM Emerging Tech Specialist	**Wage/Hour Status:**	Exempt/207 Days
Reports to:	STEM Director	**Pay Grade:**	Admin Pay Group 4
Dept./School:	STEM Department	**Date Revised:**	4/24/2026

Primary Purpose:

Provide district-level support for the design, implementation, and continuous improvement of STEM/STEAM programming across all STEM academies. Serve as a coach and resource to STEM Designers in the integration of robotics, engineering tools, digital platforms, and emerging technologies, including artificial intelligence. Lead signature district innovation initiatives, coordinate the K–12 robotics program, support STEM curriculum development, and assist with application processing, data analysis, grant writing, and marketing/communications that advance the visibility, quality, and sustainability of district STEM programs.

Qualifications:

Education/Certification:
Valid Texas teacher's certificate
Bachelor's Degree Required
Master's Degree preferred

Special Knowledge/Skills:
Working knowledge of STEM curriculum, instruction, and pedagogy
Knowledge of MISD K-12 STEM curriculum and Texas Essential Knowledge and Skills (TEKS)
Knowledge of digital resources, integration, management, and pedagogy
Ability to coordinate STEM academy functions and community events
Ability to interpret policy, procedures, and data
Strong organizational, communication, public relations, and interpersonal skills
Demonstrated knowledge of effective professional development strategies for adult learners
Demonstrated knowledge of effective coaching strategies
Knowledge of the District strategic plan
Knowledge of Texas and Federal accountability system
Knowledge of District continuous improvement systems and tools
Knowledge of the Texas Teacher Evaluation and Support System (T-TESS)

Experience:
Teaching experience in at least one of the areas of STEM (Science, Technology, Engineering and Math), preferred
Experience with integration of design processes and project-based learning
Experience with integrating emerging technologies to improve learning outcomes
Experience developing and delivering effective training for adult learners

Major Responsibilities and Duties:

Instructional Management:

1. Provide ongoing instructional technology coaching to STEM Designers across all

STEM academies—modeling lessons, co-designing technology-enhanced learning experiences (including robotics, engineering tools, digital platforms, and emerging technologies), and facilitating collaborative planning that builds staff confidence in using digital tools to grow independent, future-ready learners.
2. Assist in writing and refining STEM curriculum with particular attention to intentional, effective, and innovative technology integration across units and grade levels to build future ready skills in learners.
3. Monitor and support technology readiness at STEM academies, ensuring equipment is current, functional, and effectively utilized.

School or Organization Morale:

4. Foster collegiality and team building among STEM Designers and staff. Encourage their active involvement in the decision-making process.
5. Provide for two-way communication with the STEM director, principals, staff, students, parents, and community.
6. Support a positive culture of innovation, collaboration, and continuous learning across STEM academies.

School or Organization Improvement & Community Relations:

7. Research current and emerging educational technology trends, tools, and best practices, and provide recommendations to the STEM department—grounded in research, instructional experience, and campus implementation realities—for innovation and instructional improvement.
8. Lead pilots and exploratory initiatives to introduce new technologies at STEM academies.
9. Serve on the STEM Guiding Coalition, contributing expertise in technology-integrated learning models; specifically the AI Designer Accelerator Committee to help guide the District's approach to building AI literacy within STEM Academies.
10. Articulate the mission of STEM education in Mansfield ISD to the community and use effective techniques to encourage parent and community involvement.

Personnel Management:

11. Serve on interview committees and assist in the selection of new staff.
12. Orient new staff and support their successful onboarding into STEM academy programs.
13. Work with campus and district-level planning and decision-making committees to plan professional development activities.
14. Confer with STEM staff regarding their professional growth. Work with them to develop and accomplish improvement goals.

Program Coordination & Events:

15. Manage STEM event logistics (Engineering the Holidays, Innovation Expo, etc).
16. Coordinate and support district K–12 robotics program; providing communication and support to teachers that sponsor robotics teams and/or STEM campuses that offer a robotics elective. Serve as a liaison between the campus and the STEM department.
17. Support the processing, organization, and review of STEM academy applications, and build and maintain dashboards and decision-support systems for student placement, program evaluation, and departmental planning, ensuring high-quality, accurate, and timely data management.
18. Provide support for special initiatives, professional learning events, department presentations, and cross-departmental collaboration related to innovation, technology implementation, student enrichment, and program expansion.

Grants & Communications:

19. Identify, research, and maintain a calendar of grant opportunities that support STEM programming, innovation initiatives, instructional technology, and equipment upgrades to proactively pursue funding.
20. Draft, co-write, and support submission of grant proposals, including data, program descriptions, and impact narratives.

21. Design marketing materials, web content, social media graphics, community-facing one-pagers, brochures, and event materials that consistently represent STEM academies and district STEM initiatives through high-quality communication assets.

Management of Fiscal, Administrative, and Facilities Functions:

22. Comply with and inform staff of district policies and state and federal laws and regulations affecting the STEM academies, including those related to digital integration (digital citizenship, acceptable use, copyright, FERPA, COPPA, and CIPA).
23. Coordinate with IT, vendors, and campus staff to support inventory management, device deployment, technical needs, replacement of outdated equipment, and planning for future upgrades.

Student Management:

24. Support campus administration, faculty, learners, and families in implementing STEM programming that promotes positive student engagement, including student participation in district innovation events, robotics activities, and other STEM enrichment opportunities.

Professional Growth and Development:

25. Develop professional skills appropriate to job assignment, including ongoing learning in emerging technologies and AI.
26. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all staff.
27. Other duties as assigned.

Supervisory Responsibilities:

None. This is a non-supervisory position.

Working Conditions:

Maintain emotional control under stress. Occasional district wide and state wide travel; frequent prolonged and irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.