



(The Rev'd) David O. Browder, Rector | Tom Bendel, Headmaster

STEM Coordinator

Reports to Middle School Head

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

We are seeking a passionate and dependable STEM Coordinator to join our team. Responsibilities will include but are not limited to, program creation, collaboration, and instruction. The coordinator will also be responsible for teaching up to two sections of the middle school science curriculum, which encompasses Earth Science, Life Science, and Integrated Physics and Chemistry. This position will require an individual who is able to handle a wide range of responsibilities including administrative tasks.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Design the development of an effective and intergraded STEM curriculum.
- Provide instructional leadership, organization, communication, and management of the STEM initiatives and programs.
- *Build program awareness by partnering with the Communication Manager.*
- *Create or research educational STEM opportunities for students through community outreach and business partnerships.*
- *Participate in ongoing available STEM training and continued learning.*
- Create, develop and maintain a working inventory and organizational system for all materials, equipment, and supplies needed to maintain the STEM programs.
- Schedule and prepare students for written examinations.
- Create and maintain an orderly and aesthetic learning environment that accounts for students' social, emotional, and executive functioning needs.
- Maintains accurate records using both the learning management system, VeraCross.
- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Perform other duties as assigned.

Education / Certification: Bachelor's degree required



(The Rev'd) David O. Browder, Rector | Tom Bendel, Headmaster

Experience Required: Minimum of 2 years related work experience

Required Knowledge: Proficiency in MS Office, Google Docs

Classification: Exempt

Skills / Abilities:

- Lesson planning and the ability to provide engaging and differentiated instruction
- Strong customer service skills and willingness to assist others
- Able to communicate complex information clearly
- Ability to communicate with and motivate children
- Willingness to contribute to the general welfare of the school and its students beyond the classroom
- Outstanding oral and written communications skills
- Strong organizational skills
- Able to coordinate well with other departments and personnel
- Maintaining confidentiality and privacy
- Ethical conduct

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at [stes.org](https://www.stes.org)) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.