**Position Summary**

Under the direction of the Chief Academic Officer, the Executive Director, K-12 Science, Technology, Engineering, and Math (STEM) is responsible for planning, administering, and directing, and supervising the implementation of math and science programs throughout the district. The Executive Director is responsible for formulating and interpreting policies and procedures; ensures compliance with state and federal regulations; maintain a budget, and supervises department personnel.

**Qualifications**

Candidates must be enthusiastic about the fundamental goal of advancing student achievement in an urban public school district. Candidates must be comfortable working on a team committed to better meeting the needs of our student population by increasing the racial diversity and cultural competency of our workforce. We are a hard working team focused on results and expect the pursuit of excellence in all aspects of the organization. In addition, we are seeking candidates with:

- 5 years teaching experience or experience in education required; Masters Degree required.
- Principal, Curriculum, or Math Supervisory certification or equivalent required.
- Documented success in improving student achievement in an urban school preferred.
- Knowledge of Pennsylvania standards, initiatives and assessments.
- Extensive knowledge of content-based pedagogy, assessment and technology.
- Experience designing and implementing District-wide curriculum, related professional development, and appropriate assessment measures.
- Experience supervising and directing an educational program maintaining effective interpersonal and communication skills that foster positive working relationships with families, the community, and other departments.
- Ability to exercise a high degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish objectives.
- Ability to work collaboratively as a team player, under pressure with multiple competing deadlines, and with culturally, educationally, and racially diverse internal and external customers.
- Ability to innovate, research and think creatively.
- A capacity to solve problems, to stay organized and manage multiple priorities.
- Excellent presentation and writing skills.
- Demonstrated proficiency in MS Excel, PowerPoint, Outlook, and Word.
- Values, demonstrates, and promotes diversity, equity, and inclusion.
Executive Director, K-12 Science, Technology, Engineering, and Math (STEM) core job responsibilities include, but are not limited, to the following essential job functions:

2. Leadership and management of the District's K-12 Math, Science, STEM initiatives and work streams
3. Support school based educators in all aspects of planning, instruction, assessment, teacher growth and evaluation.
4. Leadership and management of continued K-12 curriculum and assessment alignment to PA Core and Common Core State Standards and adherence to the District's quality curriculum standards, which may include writing, review and feedback.
5. Establish and lead a system of feedback from teachers, other school-based educators and leaders in the field.
6. Oversee the K-12 Mathematics, Science, and STEM assessment system and work collaboratively with the Assessment office to ensure a coherent system is in place.
7. Collaboration with assistant superintendents, principals, other content directors and supervisors to implement and maintain equity and cross-content integration, including PreK, Special Education, English as a Second Language and Career and Technical Education.
8. Design and execute K-12 Mathematics, Science, and STEM professional development priorities and experiences for teachers, school leaders and other curriculum staff. Work closely with the Professional Development department, and the Office of School Performance to ensure effective professional learning for administrators, teachers, and support staff.
9. Lead the K-12 materials and textbook management, adoption and review process, ensuring high-quality, relevant materials that are culturally relevant and responsive to the needs of all students.
10. Lead, develop and support the execution of yearly K-12 Mathematics, Science, and STEM priorities and quarterly benchmarks.
11. Regularly review and use in planning and decision making district and school data, including curriculum based assessments and other interim assessments.
12. Engage closely with the district's Network Model and Assistant Superintendents to ensure K-12 Mathematics, Science, STEM tiered support to schools.
13. Participate in professional networks and associations; develop and sustain outside partnerships.

No Residency Requirement

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Reports To Chief Academic Officer

Additional Job Information

Physical Demands: Employee will be required to operate computer system for data entry, have the ability to complete necessary paperwork, conduct observations, and support schools with creating a positive learning environment. This position requires minimum physical effort and is not subjected to Occupational Health and Safety risks.

Work Environment:
1. Indoors and in schools, working in close proximity to colleagues and students
2. Frequently required to work at fast pace
3. Requires considerable concentration and creativity.
4. Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load.

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.