

**SOUTH BERGEN JOINTURE COMMISSION
JOB DESCRIPTION**

TITLE: COORDINATOR OF STEAM AND SPECIAL PROJECTS

JOB CODE: 0499 (Non-Supervisory Coordinator Special Projects)

QUALIFICATIONS:

1. Bachelor Degree from an accredited college or university.
2. Valid certificate in a teaching area.
3. Minimum of five years of teaching experience.
4. Experience in the planning and implementation of district-wide initiatives, programs and projects.
5. Such alternatives to the above as the Jointure Commission may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: To inspire, lead, guide and direct all personnel and students under his/her control in keeping with the philosophy of the South Bergen Jointure Commission. The Coordinator shall participate in the continuous development of an educational climate to best serve the needs of the community.

PERFORMANCE RESPONSIBILITIES

1. Coordinates district special projects under the direction of the Superintendent.
2. Assists district administrators with special projects.
3. Maintains, updates, and revises district policies and regulations for Superintendent review and Board adoption.
4. Coordinates the development and facilitation of school-based and district-wide programs and projects designed to provide new opportunities for students. Programs include but are not limited to: STEAM Labs, STEAM League and STARs Workshop.
5. Collaborates with district administrators and personnel in identifying opportunities for the enhancement and expansion of district programs.
6. Supports teachers and professional staff in the integration of interdisciplinary STEAM activities and new technologies in the classroom.
7. Researches and recommends the purchasing of new teaching and technology resources.
8. Conducts or plans professional development workshops for district staff based on current needs.
9. Acts as liaison between the district and its participating districts in the planning and facilitation of inter-district events.
10. Assists in the development and coordination of the special programs/projects budget.
11. Prepares and completes all grants and reports as assigned by the Superintendent.

JOB DESCRIPTION:
COORDINATOR OF STEAM AND SPECIAL PROJECTS (continued)

12. Assists in the recruiting, screening, hiring, training and assigning of school's professional staff in relation to special programs/projects.
13. Develops and implements ongoing review and evaluation of the district's special programs/projects.
14. Oversees public relations for the district. Responsibilities include, but are not limited to:
 - a. Collaborating with district administrators and teaching professionals to assist with program marketing via printed materials, newsletter or website updates.
 - b. Supervising production of district communication. Regular publication responsibilities include, but are not limited to, maintenance of social media, a print newsletter, press releases.
 - c. Encouraging outside media to cover school events, field media inquiries, and provide school news to local newspapers.
15. Shall assume such other duties as are assigned by the Superintendent.

**TERMS OF
EMPLOYMENT:**

Twelve (12) month position
Vacation: Ten (10) days
Personal: Three (3) days
Sick: Twelve (12) days
Family Illness: Two (2) days
Holidays: as scheduled on the 12-month calendar.
Salary to be established by the Board.
Other terms as specified in the professional's contract.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Certificated Personnel.

ADOPTED BY THE BOARD OF EDUCATION:



Michael Kuchar, Ph.D.
Superintendent