



POSITION DESCRIPTION

JOB TITLE: Science Teaching Specialist Job Class: 5118		
DATE	DEPARTMENT OR SCHOOL Educational Services	DIVISION
BARGAINING UNIT: MTEA		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: Appropriate certification in teaching science will be required for positions at the early childhood and elementary grades. The Science Teaching Specialist is a non evaluative, non supervisory Teacher position that will work collaboratively with science Teacher Leaders, classroom Teachers, School Learning Teams and District Instructional Leaders. The Science Teaching Specialist will be assigned to the Department of Educational Services.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Interact and collaborate with Science Teacher Leaders and their respective school learning teams on the implementation of the Comprehensive Science Framework, learning targets and classroom assessments based on standards.
2. Share data from district accountability measures and performance assessments to guide both district and school based work.
3. Facilitate the critical school based and district wide professional development for Teacher Leaders, administrators, beginning Teachers and other staff to build capacity to improve teaching and learning.
4. Demonstrate and model effective instructional strategies for Teachers in their classrooms based on research proven practices aligned with the Comprehensive Science Framework.
5. Demonstrate, model and facilitate effective coaching strategies for Science Teacher Leaders.
6. Assist in the development of School Improvement Plans.
7. Review, refine and develop learning targets and classroom assessments.
8. Support schools with the implementation of the K-12 Science Curriculum Guide.
9. Collaborate with community partners to develop resources for science teaching and learning.
10. Provide support for the MPS Summer School Program.

11. Participate in leadership and science professional development.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Current five year Teaching license in grades Pre-K through 5th and demonstration of leadership in science education (licenses 083, 088, 116 and 118).

Experience Requirements

Minimum of five years successful teaching experience with a five year teaching license.
 Experience in providing professional development at the district level or significant demonstration that goes beyond working with staff at one school alone. Experience using instructional technologies to improve student performance.
 Experience in a leadership role within a diverse, multicultural teaching and learning environment.
 Bilingual education experience preferred.

Knowledge, Skills, and Abilities

Knowledge of instructional practices related to standards based teaching and learning. Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF

ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.