

Fairfield Public Schools
Fairfield, Connecticut

- I. **JOB TITLE: Director of Secondary Science and K-12 STEAM**
Science, Technology, Engineering, Arts, and Math Integration K-12
Assist Testing 6-12
Curriculum focus- 6-12 Science
- II. **CERTIFICATION/QUALIFICATIONS:** Intermediate Administrator Certification, Secondary Science 6-12
- III. **WORK YEAR:** 12 months
- IV. **REPORTS TO:** Chief Academic Officer
- V. **JOB GOAL:** To provide leadership at the 6-12 level for Science and K-12 level for STEAM. Ensure an efficient 6-12 testing cycle working with the Director of Innovation.
- VI: **MAJOR RESPONSIBILITIES:**
1. Oversee the adoption and implementation of Next Generation Science Standards into the 6-12 science curriculum to ensure high levels of student engagement through authentic learning experiences.
 2. Oversee district STEAM opportunities K-12 to maintain consistent and robust educational experiences.
 3. Support the development and acquisition of student and teacher support materials that enhance and extend learning.
 4. Work directly with the Chief Academic Officer and the Director of Innovation to assist in 6-12 testing and assessment.
 5. Work closely with the Director of Innovation, Chief Academic Officer, and the entire Executive Leadership Team to ensure vertical articulation and consistent implementation of science curriculum Grades PK-12.
 6. Provide leadership necessary for the Science Department to function effectively.
 7. Assist teachers and leaders in receiving high quality professional development that motivates and inspires life-long learning, collaboration, and professionalism.
 8. Assist teachers in the development of assessments including formative, summative and project-based assessments that align with Fairfield's curriculum.
 9. Foster communication among science educators Grades 6-12 to engage and inspire innovation, collaboration, and creativity.
 10. Co-supervise and co-evaluate teachers as determined by the Chief Academic Officer.
 11. Assist school leaders in analyzing data to enhance student achievement.

12. Lead and organize visitations to other elementary and secondary programs with respective staff.
13. Plan, implement and oversee presentations to the BoE as requested.
14. Foster communication within the Executive Leadership Team by maintaining a collaborative and thoughtful approach to operating as a team.
15. Under the Chief Academic Officer and the Director of Innovation, oversee processes; such as textbook adoption, professional development implementation, curriculum implementation review, and instructional coaching.
16. Collaborate and communicate effectively with building administrators in matters specific to department or school issues or needs.
17. Participate on the team as part of the teacher induction process to Fairfield Public Schools and serve as an ongoing resource to teachers and leaders Grades K-12.
18. Provide input to the Executive Leadership Team during budget preparation with equipment, staffing, materials, including price and/or bid information on texts, supplies and equipment repairs.
19. Assist in any other district functions at the request of the Chief Academic Officer and Director of Innovation.

Revised 3/17/17
07/25/2017 Program Director
Revised 2/14/19
Revised 7/10/03
Revised 5/1/05
Revised 5/9/08
Revised 6/4/13
Secondary Curriculum Leader for Science