St. Teresa’s Academy educates young women to think critically, encourages them through Catholic values to love the dear neighbor without distinction, and empowers them to change the world.

The Director of Steam Projects and Education leads and manages high quality execution of the STEAM curriculum and all comprehensive curriculum and instruction initiatives. The Director of STEAM Projects and Education promotes and represents STA at regional and national panels, conferences, and workshops. The Director serves as a liaison and supports faculty and staff on campus and oversees project work throughout the school. The Director manages relationships with project sponsors and partners to promote program objectives. In addition, the Director identifies and captures grant opportunities to achieve educational goals. The Director of STEAM Projects and Education develops and supports strategies for emerging technologies to benefit student learning and program outcomes.

This is a full-time position reporting to the Principal of Academic Affairs. Occasional time required for events outside normal work hours.

**Responsibilities**

- Oversees the development and direction of the current STEAM Initiative including working with community stakeholders such as the STEAM Advisory Board to create in-school and extended-day learning experiences that increase student engagement and enhance authentic learning.
- Works directly with STEAM donors to secure funding that provides opportunities for faculty and students, including writing grant proposals, maintaining budgets, and providing ongoing implementation reports.
- Supports the Academic Principal in the tasks needed for School Accreditation and leads the processes for the additional School STEM Certification and individual student STEAM/STEM Certification.
- Promotes and participates in public relations programs and is an active advocate for St Teresa’s Academy.
- Supervises the analysis of all standardized testing programs and stakeholder survey responses to ensure that School Improvement Plans are data driven.
- Collaborates with all departments in the development, implementation, and evaluation of department strategic plans.
- Works with Department Chairs to assist individual teachers as needed in the development, implementation, and evaluation of course curriculum guides.
- Collaborates with departments and individual teachers as needed to provide facilities and technology to support student achievement and instructional excellence including campus renovation and expansion.
- Works with the Diversity Audit Strategic Planning Team to ensure any recommendations regarding curriculum are met as well as continuing to look for new ways that ensure STA curriculum reflects the mission and vision of our school.
- Collaborates with the Interim Week Coordinator and College Counseling to ensure experiential educational opportunities and educational travel align with curriculum and the mission of the school.
- Manages STEAM summer programming and partnerships.
- Collects, analyzes and supplies data for driving decisions.
Assists the Development Staff in the writing of grant proposals, budgets, and implementation reports for the broader STA community.

Assists the Academic Principal in identifying and promoting professional development consistent with the School Improvement Plan and supported by Title funding.

Collaborates with the Technology Staff as needed in maintaining the necessary technology to support student achievement and instructional excellence.

Reports periodically to stakeholders on curriculum, assessment, and STEAM matters.

Facilitates School Leadership Team Meetings and New Teacher Meetings and is a member of the academic subcommittee of the board.

Participates in the interview and selection process of the instructional staff as appropriate.

Assists the Academic Principal in identifying and assigning resources such as teaching assignments and facility usage as appropriate.

Oversees Teacher Inservice as it relates to STEAM, curriculum development, and school improvement goals.

Utilizes AdvancED/ Cognia applications (Surveys/ELEOTs) to gather data and create school improvement documents.

Attends and participates in professional association meetings and conferences as they relate to STEAM and curriculum development.

Participate in professional development experiences that allow him or her to observe, evaluate, and apply the use of technology to support instruction.

Serves as NCSSS board member and participates in all professional opportunities provided via the school membership.

Performs any other duties assigned by the President of the school.

**| Skills |

- Expert level of technology and 21st century learning understanding and application
- Exceptional knowledge of MS Office and Google Apps required.
- Excellent organizational skills and experience managing multiple priorities and deadlines
- Highy collaborative and team-oriented style.
- Interest in curriculum development within and across disciplines.
- Highly effective communication, listening, collaboration, and interpersonal skills.
- Effective written, verbal, and technology-based communication skills.
- Deep knowledge of content standards, effective instructional strategies, and assessment driven instruction.
- A commitment developing character, global citizenship and an appreciation of people from diverse backgrounds.

**| Qualifications |

Master’s degree in a relevant field required.
Three or more years of experience in teaching and leadership.

St. Teresa’s Academy is an Equal Opportunity Employer

January 2019