

JOB DESCRIPTION

St. Joseph's Catholic School of Grand Rapids, Minnesota

Job Title	STEM Instructor
Department	School
Reports To	Principal
FLSA Status:	Non-Exempt
Prepared By	Nellie Goshey, Principal
Preparation Date	June 2024
Schedule	Part time; 20 hours/week, School year

SUMMARY

The STEM instructor is responsible for delivering STEM-oriented instruction to kindergarten-6th grade students. A STEM instructor will educate students in science, technology, engineering, and mathematics. Duties would include creating a STEM curriculum and planning daily and grade level lessons. This may include going over lessons with students individually, answering questions, or working with small groups. In addition, a STEM instructor needs to manage classroom behavior of students and communicate with grade-level teachers and principal about the lessons in the classroom.

A STEM instructor must visibly model the values and principles of the faith through assisting in facilitating a learning environment that is positive, affirming, peaceful, growth-oriented, and faith-filled while providing respect for the dignity of all persons within the faith community. Assists with the school's curriculum with methodology that promotes achievement, positive interaction, and the development of the Gospel and Church values inherent to Catholic education. Must adhere to school policies in a manner that is reflective of the values, practices, teachings and standards of fairness implicit to Catholic institutions.

CONTEXT

A Catholic school exists to help fulfill the evangelical/educational mission of Christ's Church as defined by the mission of the Diocese of Duluth. This position assists the school to meet this primary purpose of Catholic education. This position is an extension of the Bishop's ministry. The incumbent must have a willingness and the ability to support the Mission of the Universal and Local Roman Catholic Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supports the school's spiritual, pastoral and educational mission
2. Provide STEM instruction to kindergarten-6th grade
3. Organizes and develops STEM lessons, events, and activities
4. Provides necessary staff support to the school principal
5. Displays personal initiative
6. Works collaboratively in a positive, friendly and professional manner with all employees, parents, students, volunteers and contacts
7. Maintains physical and information security at all times; respect confidentiality/privacy
8. Keeps an organized and clean classroom
9. Assists students with skills and lessons as directed
10. Helps students with problem-solving as needed
11. Ensures safety of children in the classroom
12. Lends assistance to other staff as needed
13. Attend and/or complete all workshops and training as directed
14. Demonstrates professionalism in conduct, demeanor, and work habits
15. Performs other duties as needed

GENERAL RESPONSIBILITIES

Maintains a current level of knowledge and skills required to effectively serve in this position. Must be able to follow the guidance and direction of the principal and teachers to carry out the vision and mission of the school. Must model the high moral and ethical standards essential to the school and the Catholic faith.

SUPERVISORY RESPONSIBILITIES

Not responsible for any immediate supervision of employees.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

1. Graduation from high school or equivalent
2. Experience as a STEM instructor or equivalent work experience with children
3. Interest in Science, Technology, Math, and Engineering

LANGUAGE SKILLS

Must possess superior interpersonal and communication skills, both verbal and written.

OTHER EXPERIENCE/SKILLS

1. Collaborative/friendly work style with ability to project professionalism and sincerity
2. Prefer an active member of a Catholic community in order to express personal knowledge of the Catholic faith and commitment to Catholic ideals
3. Possess good organizational skills and is capable of multi-tasking
4. Maintains confidentiality
5. Proficient with computer technology
6. Successfully pass a criminal background check

CERTIFICATES, LICENSES

There are no certificates or licenses required for this position.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 20 pounds. Specific vision abilities required by the job include close vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional classroom and school. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment.

ACKNOWLEDGEMENT

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____