

**BRANCBURG TOWNSHIP SCHOOL DISTRICT**  
**Branchburg, New Jersey**

**JOB DESCRIPTION**

**Job Title:** STEM Coach

**Reports To:** Director of Educational Programs & Student Support Services

**Contract Terms:** BTEA; 10 Month Contract

**Qualifications:**

- NJ Certification in Elementary Education
- BA/BS in Elementary Education or related field
- BA/BS in Mathematics or Science
- Firm understanding of the developmental nature of mathematics and the interconnections among concepts
- Firm understanding of and experience with the workshop model
- Experience with technology integration in an elementary classroom
- Familiarity with the Next Generation Science Standards and their instructional shifts

**Job Goal:** The STEM coach will be responsible for assisting in the planning, coordination and implementation of a comprehensive school-wide mathematics, science and/or technology program that facilitates learning. A STEM coach supports learning, supports teachers, improves students' learning and improves teachers' teaching.

**Performance Responsibilities:**

- Research and provide content knowledge and resources to staff about learning and teaching mathematics, science and technology, including strategies for differentiation and intervention
- Research and prepare materials for use by the teaching staff that support a workshop model in an elementary classroom
- Research and provide information and guidance regarding a range of various activities such as individual discussions (formal and informal), coaching sessions, demonstration lessons with pre and post discussion/analysis and professional learning communities
- Partner with classroom teachers for coaching sessions that include professional growth goal setting and self-evaluation. This includes observing teachers and providing non-evaluative feedback on instruction
- Promote and provide coaching on the integration of technology in mathematics and/or science instruction
- Design and present professional development that specifically meets the needs of students as identified through teacher input and assessment data

- Aid in the development, securing and implementation of various assessment tools and techniques that will aid in the accurate diagnosis of mathematics progress
- Gather, analyze and interpret data (assessments, benchmark tests, etc.) to inform instruction
- Serve as a member of various district committees pertaining to STEM instruction
- Develop and present workshops/training for parents of ways to support mathematics within the home environment
- Submit a monthly report to the building principal and supervisor of STEM & Arts outlining the activities completed during the previous month and the goals for the following month
- Collaborate with other district instructional coaches to ensure implementation of a cohesive, consistent program
- Attend before and after school meetings as necessary
- Be available to attend/facilitate meetings and workshops over the summer (with compensation at contracted rate)
- Manage the building's curriculum and instructional materials
- All other matters related to STEM as designated by the building principal or supervisor

#### **Evaluation**

- In accordance with state regulations, Board of Education policy, and agreement between Board of Education and the Branchburg Township Education Association

**Board of Education Approved:** May 7, 2015

**Board of Education Approved Revision:** May 17, 2023