



ST. ANNE SCHOOL

JOB DESCRIPTION

Science Lab & Design Specialist “Science CoLABatory”

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook
- Attends faculty, departmental, grade level, and administrative meetings as needed

DEFINITION:

The Science Lab and Design teacher will be responsible for the instructional science lab and design program, general operations, and management of the assigned special classes or programming for grades K-5. Responsibilities include, but are not limited to, the following:

DUTIES:

- Plan, implement, and supervise the science lab and design educational program for grades K-5, in accordance with the goals, policies, procedures, philosophy, and curriculum of the school
- Engage students in design thinking to stimulate curiosity, encourage innovation, and provide flexibility in learning for success
- Promotes skills to plan and develop projects to consider real-world problems and challenges
- Establish and work on yearly professional goals
- Prepare teaching outlines for courses of study following state content standards (NGSS)
- Ensure the health and safety of all students in the science lab and design special classes
- Ensure that the courses of study and classroom programs meet the students’ individual needs and are modified for multiple levels of academic ability and previous experience of student
- Ensure a positive environment where each student is encouraged to reach his/her potential and to take a risk
- Conduct ongoing evaluations of student achievement through informal assessments
- Monitor each student’s progress and keep the students and parents informed of progress on an ongoing basis
- Participates in grade level team meetings to provide support to the K-5 faculty for regular science content instruction as well as to ensure the science lab and design curriculum aligns to the content being taught in the regular classroom
- Collaborate with Middle School Science Department and K-5 teachers to ensure that the standards (NGSS) are aligned and met, as it relates to science labs and engineering design

- Coordinates with Middle School Science Department chair for all science materials and supply orders for labs and activities
- Utilize technology for instructing students
- Maintain discipline in the classroom and other areas through positive but clear discipline practices
- Maintain and communicate policies, expectations, and procedures to parents and students verbally through the website www.st-anne.org
- Provide necessary and effective parent communication, including Parent/Student conferences, teacher web pages, and gradebooks
- Contact administrations when social and academic problems arise
- Be responsible for classroom appearance, including a display of students' work, classroom guidelines, bulletin boards, and a neat orderly appearance
- Provide lunch/playground/carpool supervision as assigned
- Be actively involved in the accreditation process of the school
- Attend and participate in all regularly scheduled all faculty, division, department, and grade level team meetings as well as inservices, professional development workshops, and required school functions
- Attend the following activities:
 - All School Masses and assemblies
 - All other activities as designated by the school or outlined in the Employee Agreement
- Complete record keeping accurately and in a timely manner
- Adhere to a professional dress code as outlined in the employee handbook
- Arrange for a substitute teacher and provide meaningful lesson plans in the event of your absence
- Maintain a professional attitude with students, parents, and other staff members

MINIMUM QUALIFICATIONS:

- Bachelor's degree in science or in a related field
- Candidate must also have experience teaching science and/or design
- Teaching credentials are preferable
- A minimum of two years of teaching experience, preferably in grades K-5

PREFERRED SKILLS:

- Use of Mac/PC Platforms
- Use of SMARTboard technology
- Practicing Catholic

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein 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 the essential job functions.

Environment: Work is performed primarily in a standard classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction

Hearing: Hear in the normal audio range with or without correction

Hours: Ten months, Salary Exempt employee
Required to be on campus 7:30 am–3:30 pm Monday through Friday

Reports to: Head of Lower School

This is a full-time exempt position. Full medical benefits and pension plan included. Salary is commensurate with experience and education. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org.