

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
STEM Facilitator		Assigned Campus	Campus Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Teacher	Based on experience Funding Source: 100% Magnet Grant Funded	197	Exempt	June 2025

Primary Purpose:

Provide on-campus instructional leadership and support in the implementation of high-quality, integrated STEM education. Work directly with teachers and students to ensure effective integration of science, technology, engineering, and mathematics across the curriculum and within classroom instruction. Manage grant-funded initiatives, ensure compliance with programmatic, reporting, and financial requirements to support the success and sustainability of the magnet grant and STEM pathway.

Qualification Guidelines:

Education/Certifications:

Bachelor's degree in a STEM-related field or education
Valid Texas teaching certificate
Master's degree (preferred)

Experience:

Minimum of 3 years of successful classroom teaching experience in a STEM discipline
Demonstrated experience with STEM integration and instructional coaching (preferred)

Special Knowledge/Skills/Abilities:

Deep understanding of STEM content and pedagogy
Instructional leadership and adult learning facilitation
Familiarity with micro-credentialing systems and educator certification processes (e.g., NCTE)
Data-driven decision-making
Collaboration and communication
Technological fluency and resource management

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Lifting: Occasional light lifting and carrying (less than 25 pounds)

Environment: Office and school campus settings; occasional districtwide and statewide travel required for college visits and events; adjusted workdays during summer months may be required; occasional prolonged or irregular hours; occasional evening and weekend work for events

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; high level of organization; ability to work independently and manage multiple tasks; strong attention to detail

Major Responsibilities and Duties:

1. Collaborate with campus instructional leadership to align STEM teaching practices with campus goals and district curriculum standards.
2. Support teachers with lesson planning, co-teaching, modeling STEM lessons, and integrating engineering design processes across content areas.
3. Facilitate professional learning communities (PLCs) focused on STEM strategies, project-based learning (PBL), and interdisciplinary instruction.
4. Develop and deliver a campus-based STEM professional development pathway that leads to the attainment of a STEM micro-credential.
5. Monitor teacher progress in the STEM micro-credential pathway and provide coaching and support to ensure successful implementation of practices required for credential attainment.
6. Oversee and support teachers in pursuing and attaining the National Certificate for STEM Teaching Excellence (NCST), including providing preparation resources and mentoring.
7. Monitor and analyze STEM-related student performance data to identify needs and support targeted instructional strategies.
8. Coordinate and monitor the use of instructional technology, lab equipment, and hands-on resources to enhance STEM instruction in the classroom.
9. Support campus-based STEM learning environments, such as makerspaces, innovation labs, or inquiry-based classroom setups.
10. Support the integration of evidence-based instructional strategies and teaching and student support aligned with the magnet goals and performance objectives and assist in monitoring instructional fidelity across classrooms.
11. Collaborate with STEM Outreach Coordinator to provide real world learning activities for students.
12. Manage grant-funded program initiatives, ensuring full compliance with all programmatic, reporting.
13. Monitor grant outcomes, maintain accurate documentation, and prepare required reports.

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14. Attend and engage in relevant professional development opportunities to enhance program knowledge, instructional strategies, and innovation practices.
15. Demonstrate professional, ethical, and responsible behavior.
16. Keep informed of and comply with state, district, and school regulations and policies.
17. Perform all other duties as assigned.

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