



STEM Teacher Job Description

Job Title:	STEM Teacher	Supervisor	Education Director
Exempt/Nonexempt:	Nonexempt	Position Type:	Part-time; Summer

The STEM teacher will be responsible for supporting programming at PTM by teaching children content related to science, technology, engineering and math. The STEM teacher will seek to incorporate PTM's Christ-centered mission to experience "joy-filled friendships" and to pursue their "God-inspired dreams" into their curriculum. All employees at PTM should represent the organization well to children and their families, volunteers, supporters, and the community.

Roles and Responsibilities

- Create STEM related content for PTM students and submit lesson plans to Literacy Director
- Lead behavior management in the classroom and assist site directors during program hours
- Increase STEM confidence and competence in PTM students
- Represent PTM and incorporate the mission into lesson plans
- Be familiar with PTM programming in order for STEM content to be relevant and consistent with other programming
- Work with students in small group settings to build STEM knowledge and skills
- Attend professional development seminars led or coordinated by the Literacy Director (if any)
- Work with volunteers to strengthen STEM activities between volunteers and students

Qualifications and Education Requirements

- Knowledge and ability to teach STEM concepts and math foundations
- Behavior management skills

Preferred Skills

- Bachelors in Education preferred but not required
- Experience working with diverse groups of adults and kids

PTM is an equal opportunity employer.



Sample Work Schedule

Employee Name:

Location:

Summer Employment Dates

- **May 30 – June 6:** Teachers should complete 16 hours of prep time before programming begins. Please see supervisor for specific details.
- **June 6th:** Staff meetings for each summer program will begin meeting on Mondays. Program directors will set those meeting times with their individual team.
- **June 6 – July 22:** Summer Programming

Summer Weekly Schedule (Total – 20hr/wk)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TBD – 4 hours	9:00-1:00	9:00-1:00	9:00-1:00	9:00-1:00
Training volunteers, Preparing Teams, Writing Lesson Plans, Summer Program Staff meetings	Prepping room, students in rotations, helping with mealtimes, and assisting the site director	Prepping room, students in rotations, helping with mealtimes, and assisting the site director	Prepping room, students in rotations, helping with mealtimes, and assisting the site director	Prepping room, students in rotations, helping with mealtimes, and assisting the site director