



Job Description

JOB TITLE: **Science and Engineering Specialist**

Reports To: Rivendell Principal

Prepared by: Rivendell School

To apply for this position, please submit the Rivendell Application, your resume, letter of interest, and references to holly@rivendell-school.org. Position closed by June 4th .

Job Summary:

This science and engineering position's purpose is a combination of roles. This instructor will work collaboratively with all classroom teachers to provide integrated, engaging, and meaningful hands-on science and engineering instruction through inquiry and project-based learning. The teacher will be required to create curriculum based on thematic school-wide units as well as provide engaging and meaningful individualized learning experiences for Preschool-5th grade students. In addition, the teacher will be responsible for the Annual Rivendell Science Fair; these responsibilities include, but are not limited to, creating student work packets, supporting students in the production of projects, and judging all student entries into the fair.

The science and engineering teacher reports to the Rivendell Principal, the Board of Directors, or its designee on all matters pertaining to the operation of the organization. The science and engineering teacher is responsible for ensuring the health, safety, and quality of education, for all Rivendell students with whom there is contact during the school day. The Science and engineering teacher is responsible for designing meaningful and individualized academic lessons, team-building activities, and a positive classroom environment that promotes individualized education. The science and engineering teacher will work in collaboration with classroom teachers to ensure rich and appropriate learning experiences take place in the classroom.

Work Period: August 9, 2021 – May 27,
2022

Wednesday 7:00-8:00 staff meetings

Daily Hours: 8:00-3:30 Tuesday, Thursday,
Friday (3 days a week)

Pay: \$20 per hour

Total Hours: 21 Hrs. 45Min (Some additional hours for meetings and Science fair/Family Science Night)



ESSENTIAL DUTIES AND RESPONSIBILITIES:

Instructional Practice:

Plan and execute appropriate activities for the children each day to meet the physical, emotional, intellectual, and social needs of the children in the program. The Science and Engineering specialist must be able to understand and implement Rivendell's philosophy of individualization.

- Provide continuous individual assessment of student abilities in reading, writing, communicating, and math.
- Customize curriculum according to students' individual needs.
- Understand and be able to teach a phonetic approach to literacy.
- Understand the wide range of needs that exist in a multi-age classroom.
- Keep daily and detailed records for each child in each content area.
- Develop culturally appropriate programs and activities.
- Implement ongoing and individualized communication with parents and team members regarding the academic needs of students.

Organization and Classroom Management:

- Create clear and consistent classroom expectations that support students in being able to work independently and with other students.
- Provide a safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand.
- Integrate special needs children in a positive and respectful manner.
- Ensure children are supervised at all times.
- Provide various experiences and activities for children including songs, games and storytelling.
- Comfort children.
- Observe children and make note of progress to be communicated to the parent.

Knowledge and Skills:

The Science and Engineering teacher must have proficient knowledge in the following areas

- Child development and early education theories and practices.
- A phonetic approach to literacy.
- Love and Logic.
- Safe and appropriate activities for children.
- Individualized learning.



- Policies and procedures to ensure that children are supervised and safe at all times.

Required Skills:

- Team building skills.
- Supervisory skills.
- Analytical and problem-solving skills.
- Decision-making skills.
- Effective verbal and listening communications skills.
- Stress management skills.
- Time management skills.
- Teaching skills.

Expectations for Communication:

- Maintain communications with parents through direct conversation, emails, weekly newsletters, and calendars.
- Collaborate with Younger Kids teachers to write a weekly letter for parents describing current activities.
- Personally greet families each morning during drop-off.
- Discuss children's development with parents.
- Discuss problems and needs with the Principal.
- Attending required staff meetings and weekly required team meetings.

Administrative Expectations:

- Adhere to the recommended budget for Science and Engineering and follow policies and procedures for purchasing and reimbursements.
- Maintain records of student attendance and behavior.
- Maintain records of student academic progress in all areas.
- Maintain confidentiality regarding academic and behavioral reports for children.
- Must be a member of a leadership team.

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Analytical - Designs workflows and procedures.
- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem-solving situations; uses reason even when dealing with emotional topics.



- Project Management - Communicates changes and progress; completes projects on time and budget.
- Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Interpersonal

- Maintains confidentiality.
- Listens to others without interrupting.
- Keeps emotions under control.
- Remains open to others' ideas and tries new things.
- Demonstrates group presentation skills and participates in meetings.
- Balances team and individual responsibilities.
- Exhibits objectivity and openness to others' views.
- Gives and welcomes feedback.
- Contributes to building a positive team spirit.
- Supports everyone's efforts to succeed.

Leadership

- Accepts feedback from others.
- When managing people, improves processes, products, and services.
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Organization

- Cost-Conscious - Develops and implements cost-saving measures; contributes to profits and revenue; conserves organizational resources.
- Works Ethically with Integrity - Treats people with respect; keeps commitments; inspires the trust of others; Works with integrity; upholds organizational values.
- Supports School Philosophy - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Self-management

- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in the decision-making process; makes timely decisions.
- Motivation - Demonstrates persistence and overcomes obstacles.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans.



- Professionalism - Approaches others in a tactful manner; reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.
- Safety And Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; manages competing demands.
- Attendance/Punctuality - Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; seeks increased responsibilities; asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Computer Skills

To perform this job successfully, an individual should have knowledge of email, file sharing, file storage, instructional technology for Younger Kids students, google drive (docs, presentations, spreadsheets, etc.), and any other technology as requested by Rivendell Administration.

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 the essential functions.



While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving objects.

Acknowledgment:

I have read and acknowledge receipt of this job description and agree to perform the responsibilities as described above. I understand this job description is intended to describe the general nature and level of work performed by the person assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees who hold this position.

Applicant Signature

Date