

Saint James School

Announcing: Elementary Science Lab Coordinator

Responsibilities of Employment:

The primary responsibilities of the elementary science lab coordinator include the following:

- Plan and implement engaging, hands-on, and age-appropriate lab experiences for elementary students in preschool through fifth grade.
- Maintain a clean and inviting lab space which includes appropriate care of the lab animals and their habitats.
- Plan and execute lessons and activities which allow all age groups to experience learning in the Alabama Outdoor Classroom adjacent to the science lab.
- Coordinate maintenance and usage of the Alabama Outdoor Classroom. The lab coordinator will work with the outdoor classroom committee to manage and maintain the area.
- Collaborate with the Saint James School Community Garden coordinator to involve elementary students in selected projects in that space.
- Serve as a resource for classroom teachers as they plan and implement science lessons and projects in their classrooms.

Students in all preschool and elementary grades experience time in the science lab weekly under the instruction of the lab coordinator. Time allocated for each class varies depending on the grade level of the children. Students will participate in lessons planned by the lab coordinator which relate to science topics being studied in the regular classroom. Lab experiences are expected to be based on investigation, reasoning, and inquiry skills included in the Saint James School skill and content standards for each grade level. A STEM focus is also an important element of planning science lab instruction and activities.

Candidates should be prepared to work with each member of the elementary school faculty in a positive and collaborative manner to plan exceptional experiences for students in the science lab. Advancement of the school's mission is essential. Full cooperation with the administration and adherence to school policies and procedures are required. Teachers are expected to maintain the highest level of professionalism at all times in interacting with students, parents, and school personnel. This position also requires the employee to keep and maintain an accurate budget of materials, resources ordered, and monies spent.

An exceptional candidate will:

- Exhibit expertise in the planning and implementation of science lab activities for preschool and elementary students.
- Operate as a team player with administration, faculty, and students.
- Create a positive, growth-oriented environment for students which supports curiosity and interest in science.
- Develop active and engaging science inquiry experiences for students based on standards developed by Saint James School.
- Function effectively in a technology-rich environment and integrate the use of a variety of tech tools and software into the learning and organizational process.
- Integrate aspects of STEM education into lab experiences on a consistent basis.

Requirements for Employment:

- Completion of bachelor's or master's degree program in elementary or early childhood education is required
- Maintaining the lab, caring for the animals and their habitats, and feeding the animals during the summer and school holidays are required
- Current valid teaching certification is preferred
- Experience teaching science to elementary school students is preferred
- Skills and experience using Apple products and devices are preferred

Send a completed application packet including official transcripts, reference letters, and a current resume to:

*Saint James School
Attn: Leigh Anne Potts
6010 Vaughn Road
Montgomery, AL 36116*