

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

- TITLE:** STEM PATHWAY School Advisor
- REPORTS TO:** District Math and Science Supervisors
- QUALIFICATIONS:** NJ Certified Teaching certificate or equivalent  
Ability to organize and coordinate events  
Ability to communicate effectively with parents, students, faculty, outside partners and administrators  
Demonstrated leadership ability  
Required criminal background check and proof of US Citizenship or legal resident alien status
- JOB GOALS:** To oversee and implement the district's STEM Pathway program for grades 9-12

## PERFORMANCE RESPONSIBILITIES

1. Maintain a positive, cooperative role in all professional interactions; assume responsibility in promoting a positive climate for the cohorts enrolled in the STEM Pathway.
2. Register and roster all STEM Pathway students.
3. Assist students in registering and tracking appropriate STEM Pathway requirements.
4. Monitor student progress throughout their time in the STEM Pathway program.
5. Research, organize, and plan STEM presentations from outside presenters for students to attend to meet the program requirements.
6. Promote STEM pathway program. This includes, but is not limited to, participating in elective fairs or any other pertinent events such as 8th-grade parent nights.
7. Review and approve any potential opportunities outside of school that may align with program requirements.
8. Contribute updates when appropriate to Curriculum Department newsletters.
9. Collect data and maintain accurate records of current and former STEM Pathway students.
10. Organize and conduct student meetings and activities.
11. Manage the schools' National STEM Honors Society Chapter.
12. Performs such other tasks and assumes such other responsibilities as may be assigned by the direct supervisor, school principal or Superintendent.

Approved: January 5, 2023