



សាលាអន្តរជាតិអ៊ិសវ៉ែស
East-West International School

#131 Street 360
 Sangkat Boeung Keng Kang 3
 Khan Chamkarmon
 Phnom Penh, Cambodia
 www.ewiscambodia.org

Section I: General Information

Position Title: STEAM Curriculum Coordinator	Location: East-West International School
Immediate Supervisor's Position Title: Secondary Principal	Grade/Subgrade: 6-12
Job Summary: Under the direction of the Secondary Principal, the STEAM Curriculum Coordinator is responsible for the development, delivery, implementation, and monitoring of STEAM (Science, Technology, Engineering, Arts, Mathematics) curriculum, initiatives, and educational opportunities as they align with the school's adopted curriculum standards. The STEAM Curriculum Coordinator will collaborate with stakeholders in education and the community to organize and promote interdisciplinary STEAM activities that are aligned with curriculum standards and with the goals of our learning community. Working in tandem with the Primary Curriculum Coordinator, the STEAM Curriculum Coordinator will help bridge curriculum initiatives between the Primary and Secondary schools, mentor teachers in cross-curricular lesson delivery, and design and deliver professional development (PD) opportunities in educational Best Practices. The STEAM Curriculum Coordinator is responsible for outreach to local community organizations, schools, and businesses to provide enhanced, experiential learning opportunities for all students in the Secondary School and serves in a capacity commiserate with several tasks of the nature of Assistant Principal. <p style="text-align: center;">A valid teaching license or a professional teaching qualification is required for this position</p>	

Section II: Essential Duties and Responsibilities

Duty/Responsibility Number: 1	Statement of duty/responsibility: Works with administration, guidance, and teaching staff, to develop/support programs
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Coordinate parent involvement with STEAM subjects Coordinate with Heads of Department to organize parent-invited events, such as Science Fair, Art Night, and Engineering Expo, etc. where students, parents, and the community can present on STEAM topics 	
Duty/Responsibility Number: 2	Statement of duty/responsibility: Designs PD program for teachers in PBL, curriculum development, environmental sustainability; analyzes outcomes to inform future PD
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Observe teachers and, with support from the Secondary Principal and School Director, mentor teachers in the delivery of the curriculum, collaborating and co-teaching wherever appropriate Identify areas of need in PD to help enhance Best Practices Analyze data relating to teacher observations to design individualized PD Assist in the development of STEAM curricula aligned with career pathways that ensure integration of academic and career technical education with 21st century skills Train teachers on the appropriate use of SMARTBoard technology 	
Duty/Responsibility Number: 3	Statement of duty/responsibility: Plan a program of study that, as much as possible, meet the needs, interests, and abilities of students
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Review data to determine areas of improvement in the instructional delivery for students, including those students with special needs 	

Jeffrey Kane
School Director

Colleen Cooper Harrison
Secondary Principal

Heather Abernathy
Primary Principal





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- Guide the learning process toward the achievement of curriculum goals and in line with the SLOs
- Plan for and utilize instructional methods, resources, and evaluation techniques which motivate and enable each student to achieve learning objectives
- Manage and procure curriculum resources
- Collaborate with the KGE Manager in order to align the Khmer and English curricula in a manner that includes the development of short- and long-term goals for the curricula with an emphasis on grades 6-8
- Disaggregate data in order to make data-driven decisions in collaboration with the Secondary Principal, KGE Manager, and the School Director
- Work closely with the Secondary Principal and School Director to design the annual Master Schedule
- Design and implement a Primary → Secondary Transition program under the guidance of and in collaboration with the Primary Curriculum Coordinator and the Primary and Secondary Principals
- Manage student data files, both in paper form and through the school database
- Empower teachers to have the autonomy to run meetings and implement the curricula
- Coach teachers in the effective implementation of the curricula
- Teach classes as assigned

Duty/Responsibility Number:
4

Statement of duty/responsibility:
Serves in a capacity commiserate with several tasks of the nature of Assistant Principal

Tasks involved in fulfilling above duty/responsibility:

- Assist the Principal in the transformation of the school culture into a results-oriented collaborative learning community
- Support the Principal in the collaborative development, implementation, and ongoing refinement of the school's Plan for Continuous Improvement
- Serve with parents, faculty, and student groups in advancing educational and related activities and objectives
- Explain and interpret curriculum/instructional goals and objectives to teachers, parents, students, and the community
- Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques
- Serve as acting Principal in the absence of the regular Principal
- Other duties as assigned

Duty/Responsibility Number:
5

Statement of duty/responsibility:
Performs other comparable duties of a like or similar nature as apparent or assigned

Tasks involved in fulfilling above duty/responsibility:

- Assist with the reviewing, editing, aggregating, and printing of report cards for the Secondary School
- Establish relationships with colleagues, students, parents and community which reflect respect for every individual
- Appraise his/her own effectiveness and demonstrate successful application of skills and information acquired to increase effectiveness

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To Grade 10



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- Submit required activities, paperwork, and other documents to administration free from error and in a timely manner
- Behave professionally and represent the school as an ambassador of East-West
- Remain current with research and best practices in curriculum and staff development through professional readings, trainings, workshop attendance, etc.
- Other duties as assigned

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School Director



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