

VISTA Assignment Description (VAD)

Title: <i>STEM Coordinator VISTA</i>
Sponsoring Organization: The Education Alliance Project Name: STEM Network Schools Project Number: 15VSSWV001 Project Period: 04/02/2018-03/31/2019
Site Name: [Insert School Name] School, [Insert County Name] County Member Name: [Insert Member's Full Name] Term of Service: [mm/dd/yyyy – mm/dd/yyyy]
Focus Area: K-12 STEM education

VISTA Assignment Objectives and Member Activities

Goal of the Project:

The STEM Coordinator VISTA will build the capacity of [insert school name] by developing and implementing a comprehensive school STEM Plan. The Plan will guide the school to develop STEM-skilled students who are workforce ready and enable communities to move people in [city/county], West Virginia out of poverty. VISTAs will help schools enrich STEM curriculum and instruction, strengthen STEM business partnerships and identify resources. As a result of the VISTA member's service, staff/community members will be trained on STEM practices; the school will increase effectiveness and implement new innovative STEM processes; and students will complete STEM programs and improve academic performance.

Objective 1

Collaborate with the school's leadership team to implement the school's STEM Plan that will increase the number of new systems and processes (technology, training, etc.) that enhance school-wide STEM education (G3-3.11).

Member Activities:

- Step 1: Designate a regular meeting day/time for the local leadership team with representation from the district, school and community to guide the implementation and evaluation of the school's STEM Plan
- Step 2: Conduct research on effective strategies for implementing STEM education and determine applicable goals/strategies for replication
- Step 3: Work with the leadership team to establish specific objectives and time lines for continuing to transform the school
- Step 4: Establish roles and responsibilities for each of the assigned objectives to ensure school-wide buy-in for the plan
- Step 5: Communicate ongoing STEM Plan implementations to stakeholders (students, families, staff, administration, partners) and garner feedback and support
- Step 6: Implement STEM Plan activities including continuing teacher professional development, building student engagement, enhancing business partnerships, and engaging community partners
- Step 7: Develop school-specific resources for teacher professional development, student engagement and business partnerships to meet the objectives outlined in the STEM Plan
- Step 8: Develop a of clear, concise and measurable STEM sustainability plan (long-term funding, STEM integration, etc.)

Objective 2

Collaborate with the school's administrators, educators and partners to enhance student engagement and academic performance in STEM (ED2, ED5).

Member Activities:

- Step 1: Network with administrators, educators and partners to identify strengths and weaknesses of the STEM plan implementation
- Step 2: Collaborate with leadership team to plan student engagement strategies and timelines

Step 3: Develop and provide staff with resources to implement students engagement strategies identified by the leadership team

Step 4: Collect student engagement data

Step 5: Collaborate with other STEM Coordinator VISTAs to share student engagement strategies

Step 6: Share feedback about student engagement with fellow STEM Coordinator VISTAs

Objective 3

Access and increase the number of staff and community volunteers that received training on STEM school practices and programs (G3-3.5).

Member Activities:

Step 1: Network with staff and community to identify strengths and weaknesses of STEM implementation

Step 2: Collaborate with the leadership team to identify ongoing training objectives and timeline

Step 3: Develop training/professional development evaluation rubrics

Step 4: Coordinate training logistics (venue, audience, presenter, materials, etc.)

Step 5: Provide professional development to staff and community members

Step 6: Evaluate training feedback and survey results

Objective 4

Coordinate the school leadership team to establish meaningful partnerships with external organizations that build STEM capacity and help make the school more effective (G3-3.10).

Member Activities:

Step 1: Know the school's current STEM partnerships and determine ongoing partnership ideas, as well as ways to recognize current partners

Step 2: Explore external organizations' STEM-focus and capacity to partner (business, higher education, community etc.)

Step 3: Collaborate with the leadership team to identify targeted STEM partners and intended outcomes

Step 4: Collaborate with the external organization(s) to develop objectives and timelines for partnering

Step 5: Incorporate partner organizations' roles and activities in school STEM Plan

Step 6: Promote partnership(s) agreement and celebrate collaboration through a public engagement event