

## STEM TIPS 2013-2014 Employee Handbook

### [The STEM TIPS Mission:](#)

To develop a tiered online induction model to support Florida's districts in developing and retaining new STEM teachers.

## Foreword

Welcome to the STEM TIPS Team! STEM TIPS Coaches and Subject Specialists are what bring our online coaching platform to life. Your classroom experience and content knowledge are vital to our mission. We hope you find your work with us rewarding and that our work together is successful in supporting new STEM teachers as they boost student performance in science and math.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions feel free to direct them to your school district or STEM TIPS supervisor.

The procedures, practices, policies and benefits described here may be modified or discontinued as our initiative evolves. We will try to inform you of any changes as they occur.

Documents referred to in this handbook can be found in the Liaison Library found on the STEM TIPS website in the Special Collections. New documents will be posted there as needed. You will be informed of new postings when they occur.

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## About STEM TIPS

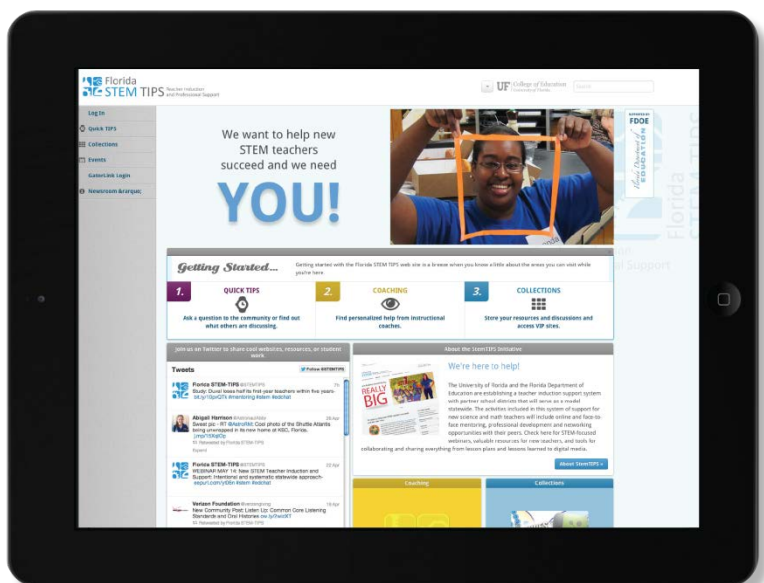
The future of Florida depends on the ability to boost student performance in science, technology, engineering, and mathematics (STEM). *Preparing* highly qualified and passionate STEM teachers for K-12 schools; and then *providing support* to ensure their retention are crucial to building a STEM-literate citizenry. Research and experience have shown that new STEM teachers need specific assistance in developing engaging, standards-aligned lessons; strategies for effectively teaching of difficult concepts; and tips on effective classroom management.

The Florida STEM-TIPS initiative, a two-year grant funded by the Florida Department of Education through the federal Race to the Top funding, focuses on building a prototype statewide induction plan for new STEM teachers and their coaches. In addition to addressing teachers' primary concerns, the plan proposes to provide resources to ensure ongoing, personalized, online and on-site, subject- and grade-specific mentoring and professional development. See the [STEM TIPS Logic model](#) for more details.

Utilizing UF College of Education's existing online social learning environment to construct the Florida STEM-TIPS online portal, the STEM-TIPS initiative, in collaboration with motivated and knowledgeable experts, will create web-based tools for collaborating and sharing information; encourage a wider networking across the state; and host face-to-face and web-based support events.

### Key project features:

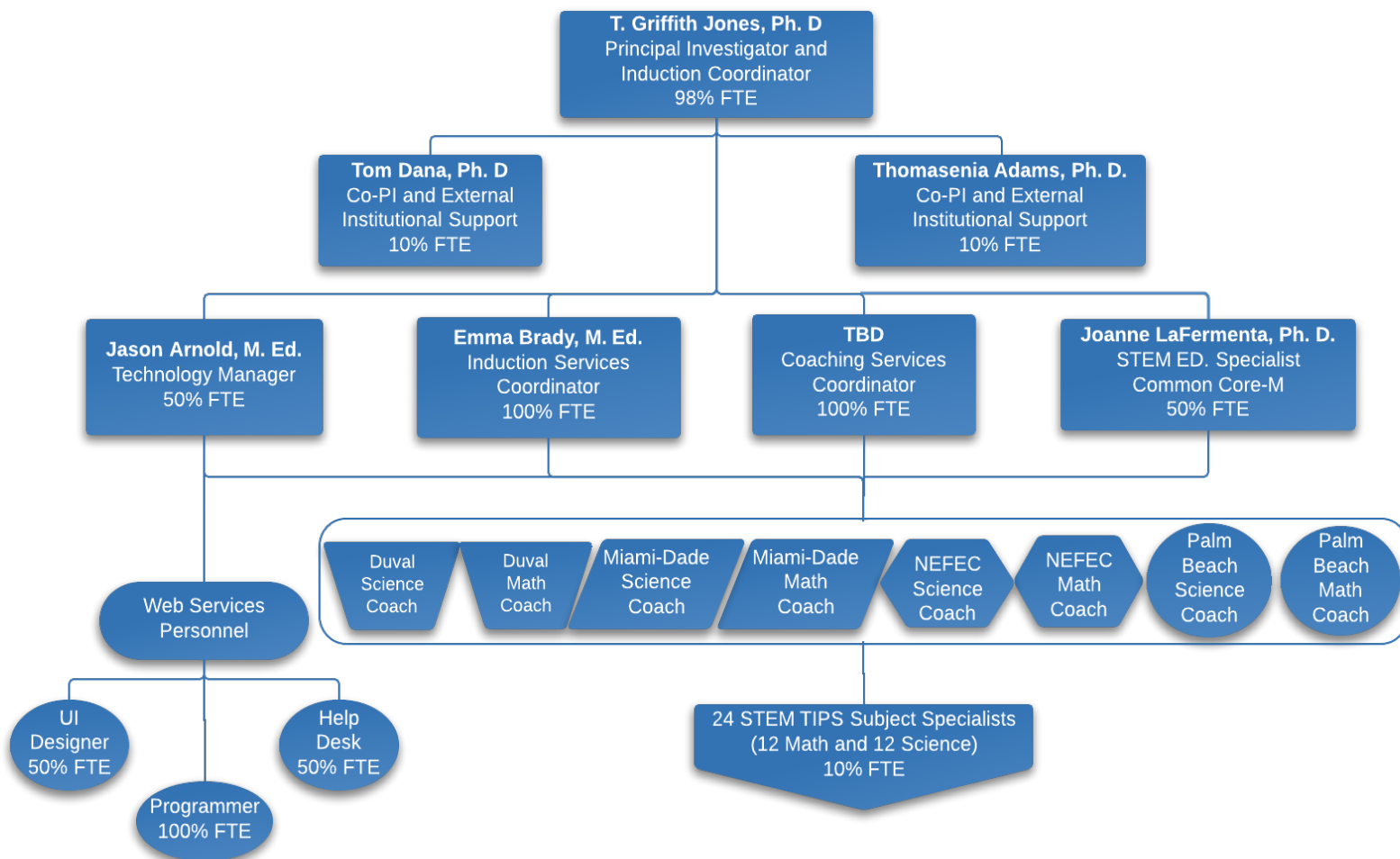
- **A prototype statewide new STEM teacher online induction and support center**
- **UF mathematics and science content and practice specialists**
- **A cohort of highly-skilled subject- and grade-specific coaches**
- **Three tiers of web-based support:** Access to one-on-one coaching, classroom-focused professional development modules, and content-focused community discussions.
- **Immediate and customized subject-specific instructional support:** The support ensures high-quality instruction focused on improving teacher practice and boosting student achievement.
- **Online community of practice:** Support and resources for new STEM teachers and their instructional coaches from grades 6-12.



## Key online features:

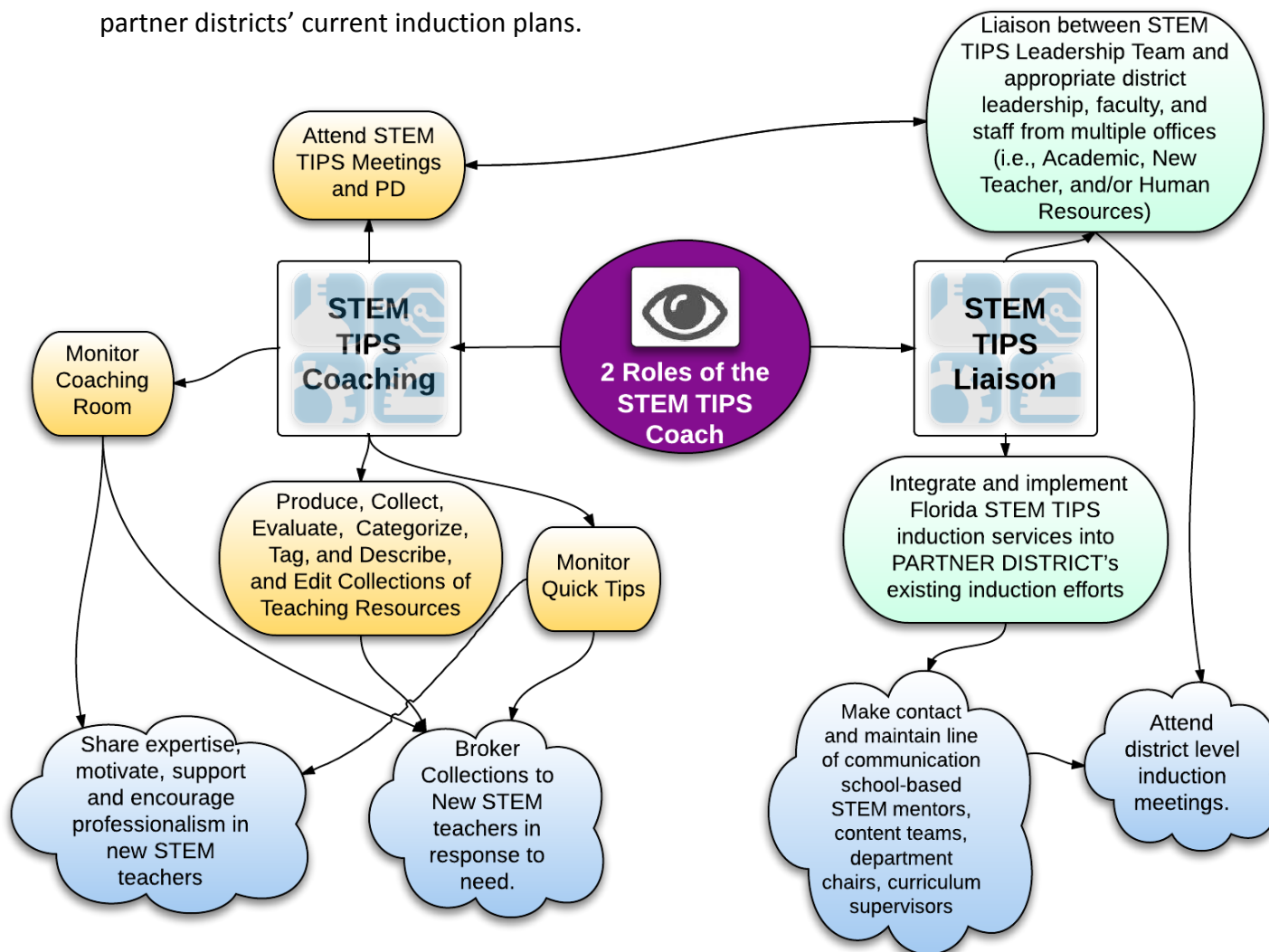
- **Mobile-ready:** Available for all iOS and Android devices
- **Just-in-Time Responses:** Customized, immediate instructional support
- **New-For-You Support:** Dynamically selects resources customized to user's profile
- **Access to pre-paid VIP Instructional Websites:** Vetted *e-Kit* resources including interactive simulations, engaging videos, standards-aligned lessons, and getting-started supply kit
- **Interactive Social Media Linkage:** Teachers share classroom-tested resources or showcase student work.
- **Integrated Video and File Upload Solution:** Upload new content directly from mobile devices

## STEM TIP Staffing Structure



## Roles of the STEM TIPS Coach

The STEM TIPS Coach serves in two capacities. The first is as coach and supporter of new STEM teachers via the STEM TIPS online coaching platform. The second is to act as a bridge between the STEM TIPS and our Partner School Districts. STEM TIPS does not seek to take the place of partner districts' current induction plans.



## District Liaison and Coaching Duties

- Work closely with STEM TIPS Leadership Team to integrate and implement Florida STEM TIPS induction services into PARTNER DISTRICT's existing induction efforts;
- Liaison between STEM TIPS Leadership Team and appropriate district leadership, faculty, and staff from multiple offices (i.e., Academic, New Teacher, and/or Human Resources);
- Attend STEM TIPS virtual and face-to-face meetings;
- Serve as online science or math experts and lead coaches;
- Collect, manage, produce instructional content for online collaborative learning environment;
- Help coordinate content-based STEM coaching professional development (PD) with STEM TIPS staff and PARTNER DISTRICT's leadership team members, faculty, and staff from multiple offices (i.e., Academic, New Teacher, and HR offices);

- Support school-based STEM mentors, content teams, department chairs, and curriculum supervisors;
- Help coordinate pedagogical content knowledge PD with district and STEM TIPS staff;
- Identify, train, monitor part-time Subject Specialists located within PARTNER DISTRICT. NOTE: Subject Specialists are paid directly by UF STEM TIPS financial administration. (See STEM TIPS Subject Specialist description below);

Note: As an employee of one of our partner districts, STEM TIPS Coaches are required to following all district procedures and policies outlined in that district's employee handbook.

## **Subject Specialist Responsibilities**

- Work closely with STEM TIPS District Liaisons and project faculty/staff to integrate and implement Florida STEM TIPS induction services into existing PARTNER DISTRICT's induction efforts
- Serve as content-specific science or math experts (i.e., EOC exam subjects of Biology, Algebra, Geometry) for the online collaborative learning environment;
- Collect, manage, produce instructional content for the online collaborative learning environment; and
- Attend appropriate STEM TIPS virtual and face-to-face meetings.

*Please see the links in the Employee Handbook Description located in the Liaison Library for Additional Information*