

PROFESSIONAL SERVICES SCOPE OF WORK

Contractor will provide the services set forth in this scope of work starting on September 1, 2016 ending on June 30, 2018. The specific days that services will be provided will be mutually agreed upon by the Contractor and the on-site Project Manager. The Contractor shall work with the on-site Project Manager to provide the following services:

Title: STEM (Science, Technology, Engineering & Mathematics) Certification Project

Purpose: Provide assistance in achieving STEM Certification for a designated St. Johns County pilot school

Scope of Work: Provide 5 training sessions in 2016-2017 and 2017-2018. Each training session will consist of 1 day of training (8 AM – 3:30 PM) of training for a total of 5 days of training over the two years of the project. The training topics will be negotiated between the Contractor and the on-site Project Manager and may include (but are not limited to):

- Training for up to 35 teachers in project-based and/or problem-based STEM lessons planning & implementation
- Overview of the STEM Certification Application, Rubric, Process, Artifacts
- Establishing a Community of Practice within a school to promote STEM (the STEM Leadership Team)
- Inter-rater Reliability Training using the STEM Certification Rubric
- Conducting and/or preparing for a School Site Visit

Additionally, the UF Lastinger Center team will organize school level and district level planning meetings to articulate a vision of STEM success, strategize a plan to achieve it, and actualize the plan through the STEM Certification Review process.

Goals:

1. Establish and sustain a community of practice to transform the school environment to promote a vision of success STEM
2. Pilot the STEM Certification process within St. Johns County
3. Enhance teacher understanding of problem-based and project-based learning.
4. Increase teacher capacity to create STEM-integrated curriculum using problem-based and project-based learning.

Deliverables:

Year One 2016-2017

Fall 2016

- Facilitate one full-day STEM integrated workshop focusing on project-based learning for up to 35 teachers from pilot school
- Organize planning meeting of school leadership team to begin articulation of pilot school's vision for STEM success utilizing the STEM Certification rubric as a planning guide.
- Organize district leadership strategic planning meeting to strategize around the pilot school's vision*

Spring 2017

- Facilitate one full-day STEM integrated workshop focusing on problem-based learning for up to 35 teachers from pilot school

- Organize planning meeting with school's STEM Leadership Team and Certification Assistance Team to formulate plan for documenting Rubric benchmarks and creating a 2017-2018 timeline
- Organize district leadership strategic planning meeting to strategize around the pilot school's vision*

Summer 2017

- Facilitate one full-day Community of Practice workshop for teacher leaders at pilot school and other members of STEM Leadership Team
- Facilitate one full-day curriculum-planning sessions to integrate STEM lessons across subject areas in pilot school (teams of cross-disciplinary teachers grouped by grade level)

Year Two 2017-2016

Fall 2017

- Provide one full-day of training on inter-rater reliability to STEM Certification Review Committee, practicing scoring with sample Rubric artifacts
- Organize planning meeting with STEM Certification Review Committee to create School Site Visit observation instrument
- Organize planning meeting with school's STEM Leadership Team and Certification Assistance Team to formulate plan for the School Site Visit*

Spring 2018

- Organize School Site Visit and facilitate meeting of STEM Certification Review Committee as members formulate final recommendations for the school
- Organize planning meeting for STEM Certification recognition event*

Additionally, contractor will:

1. Hold planning meetings with on-site Project Manager to select topics for training sessions.
2. Provide miscellaneous office materials and supplies needed to support the project (Post-It notes, markers, pens, pads, chart paper).
3. Employ a process for documenting participant learning and growth during training sessions.