
Job Title: Coordinator, STEM

Salary Division: G

Under the supervision of the assigned administrator, coordinate the operation and implementation of the K-12 Science, Technology, Engineering and Math (STEM) program and material adoptions; perform administrative and supervisory duties with staff related to curricular programs; assist in the implementation of instructional programs of the District; guide pedagogical support to teachers; and perform other related work, as required. This is an exempt position.

MANAGEMENT TEAM RELATIONSHIPS:

Directly responsible to the Director of Curriculum and Instruction.

DISTINGUISHING LEVEL OF RESPONSIBILITIES:

Positions at this level receive general direction from assigned supervisor and are responsible to plan, direct, and coordinate assigned educational/instructional services or programs on a Districtwide basis.

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:

1. Supervises, coordinates, and assists in the development, implementation, articulation, and pedagogical support for K-12 curriculum in science, technology, engineering and math.
2. Coordinates, or provides, training on instructional technology to include various options of the Google platform for educators, and assists in the implementation and integration of technology into classroom instruction
3. Coordinates the process for core material adoptions in content areas of science and math, and implements protocols for supplemental material review, and oversees any pertinent training related to implementation
4. Assists in staff development activities for K-12 math and science teachers in collaboration with Directors and other site and district administrators.
5. Monitors curriculum alignment with State Frameworks, Standards, and assessments, and help develop plans for improvement of sound instructional practice
6. Assists site administrators, department chairs and teachers in the implementation of curricular programs and improvement of instructional practice, and assists teams in providing academic achievement data for reflecting and reporting purposes
7. Participate in various district, site, community and other team panels in both passive and active (presentation) capacities
8. Supervises, coordinates, and/or participates in the writing of local, state and federal projects and grants.
9. Works in collaboration with Coordinators and Directors within and beyond the Curriculum Department, and at the pre-K to Adult span in areas relating to curriculum development and assessment when necessary
10. Performs other related duties as assigned.

PERSONAL QUALIFICATIONS:

1. Strong knowledge in the instructional implications of: NGSS and standards in mathematics, assessments (i.e. CAST, SBAC, CAA, IAB, ICA and local measures), both math practices and teaching practice standards for math, and instructional frameworks for both science and math

2. Strong understanding of state-developed material adoption protocols (i.e. toolkits)
3. Maintains Level 1 and Level 2 Google certification, and is able to coordinate or provide training accordingly
4. Understanding of Positive Prevention Plus curriculum
5. Establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work;
6. Communicate effectively, both verbally and in writing, with the staff and community;
7. Supervise and evaluate staff, and coordinate, assign and control work assignments;
8. Write quickly, succinctly and accurately;
9. Manage and prioritize multiple activities;
10. Interpret, explain, administer and apply specific statutes, ordinances, laws, regulations, codes, policies, directives and procedures governing assigned programs, and apply them with good judgment in a variety of situations;
11. Research, prepare and present clear, concise and comprehensive reports;
12. Collaborate effectively on inter- and intra-agency levels;
13. Be flexible and receptive to change;
14. Attend in-service trainings, conferences and meetings, and make formal presentations, as required

POSITION QUALIFICATIONS:

Training, Education/Certification: Any combination equivalent to:

Possession of a valid California Administrative Services Credential and a valid California Teaching Credential.

A Master's Degree is required.

Experience:

Prior teaching experience in the area of science or math with increasing levels of responsibility in curriculum development and implementation.

License and Transportation Requirement:

Valid California Driver's License and maintains insurability.

Must be able to provide reliable transportation to work sites within the District.

Knowledge/Skills & Abilities:

Knowledge of planning, organization and management of assigned instructional programs; educational administration principles, practices, and regulations; educational programs; curriculum, and instructional practices; applicable laws, codes, policies and procedures; principles and practices of management; budget preparation and control; supervision and evaluation practices and techniques; applicable computer programs; effective oral and written communication skills.

Ability to exercise judgment and discretion in interpreting and applying policies and procedures; administer budgets; analyze situations accurately, problem solve, make independent judgments and adopt an effective course of action; prepare comprehensive written narrative and statistical reports; prepare and make verbal presentations to small and large groups; provide direction to others, manage assigned staff and programs; meet deadlines; supervise and evaluate the performance of assigned staff; establish and maintain cooperative and effective working relationships with others; communicate effectively with individuals of varied cultural and educational backgrounds; operate computers and assigned software; meet district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**Physical Abilities/Work Environment**

Physically and mentally able to perform the essential duties of the position without hazard to themselves or others; ability to stand, walk, bend, stoop, kneel, and sit for extended periods of time. Perform grasping and hand motions with sufficient dexterity of hands and fingers to operate computer equipment and keyboards. Ability to reach in all directions; lift and carry up to 20 pounds of materials; adequate sight or corrected vision for reading printed or written materials and see to observe computer monitor; ability to hear and speak clearly, in person, to groups and by phone, to communicate effectively with coworkers, and the public. Drive a vehicle to conduct work; will be exposed to office and school environments during normal work hours and for night meetings.