

# MONTEREY COUNTY OFFICE OF EDUCATION

## DIRECTOR STEAM (Science, Technology, Engineering, Art and Math) EDUCATIONAL SERVICES

**CLASSIFICATION:** Certificated Management

**SALARY LEVEL:** 80

**WORK YEAR:** 225

### **DEFINITION:**

Under the direction of the Assistant Superintendent and Senior Director for Educational Services, the Director of STEAM is responsible for directing the operations and leading Science, Technology, Engineering, Art, and Mathematics programs to ensure smooth, effective and efficient program operations; collaborating within the Educational Services Division; participating in the Instructional Leaders' Network and the Educational Services Leadership Team; supervising and evaluating the performance of assigned personnel.

### **SUPERVISOR:**

Assistant Superintendent and Senior Director of Educational Services

### **POSITIONS SUPERVISED:**

Management, certificated and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Plan, organize, and direct the operations and activities of the Monterey County Office of Education's implementation of STEAM programs; monitor program work flow; review and evaluate work products, methods and procedures; oversee program activities to ensure compliance with State and Federal policies, ordinances, rules and regulations
- Cultivate relationships with Monterey County school districts, local institutions for higher education, and other community partners; create and develop outreach activities to increase STEAM activities countywide; provide technical assistance to district and site administrators regarding the best practices for the implementation of STEAM programs and connections to advancing college and career readiness
- Provide content area and technical expertise regarding STEAM initiatives, statewide programs, and deeper learning competencies; develop, create, and lead the implementation of professional learning opportunities and proprietary resources to support the implementation of innovative STEAM programs
- Serve as a liaison and coordinate communications, activities and information related to STEAM between

County Office administrators, personnel, school districts, outside organizations and the public; establish, support, facilitate and maintain partnerships; serve on State and County committees as required; serve on task forces developed focusing on STEAM

- Provide leadership and guidance to districts/schools for the implementation and integration of computer science and digital learning into curriculum and instruction for effective teaching and learning
- Assist school districts, ROP/Cs and schools in the implementation of STEAM-based career programs
- Develop, prepare, and monitor the annual budget for STEAM; analyze and review financial data; control and authorize expenditures related to STEAM with established protocols and policies
- Direct, evaluate, coach, train and monitor assigned management, certificated, and classified staff
- Develop and interpret legal documents related to STEAM activities; review and edit program guidelines to ensure alignment with the Monterey County Office of Education's Mission, Vision, and Core Values; compile an annual report including progress on strategic planning goals, accomplishments, or other relevant information as needed
- Compile, review and analyze a variety of technical data and information related to assigned subject area or instruction-related program
- Prepare and maintain a variety of records and reports related to programs, budgets, school support, partnerships, meetings and assigned activities; prepare and develop proposals and grants as required
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

### **OTHER DUTIES:**

Performs other job-related duties as required

### **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site); drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### **REQUIRED QUALIFICATIONS:**

#### **Education and Experience:**

- Master's degree in education or related field from an accredited college or university
- Minimum of five (5) years educational experience in one or more of the STEM areas (science, technology, engineering, and mathematics) instruction and background in integrating the arts
- Minimum of two (2) years of public education experience as a school, or district administrator; or, director of a STEAM, or equivalent program

#### **Knowledge of:**

- Development and implementation of effective methods for promoting deeper learning competencies and 21<sup>st</sup> century skills
- New and emerging instructional and communications technologies
- Planning, organization, coordination and implementation of the educational services entailing: training activities, instructional resources and support functions of science, technology, engineering, art, and mathematics
- Principles, theories, standards, practices, strategies and procedures involved in school systems succeeding in advancing high student performance
- Practices, procedures and techniques involved in the development and implementation of staff development activities
- Science, computer science, art and mathematics curriculum standards, interpretation and application in assigned subject area or instruction-related program
- Culturally and linguistically appropriate resources
- Local, state and federal standards and requirements governing STEAM
- Policies and objectives of assigned programs and activities
- Basic budget preparation and control
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills for effective leadership
- Public speaking techniques

### **Skills and Abilities:**

- Provide consultation and technical assistance to school districts concerning STEAM and related content, standards, requirements, principles, practices, techniques and procedures
- Network and collaborate with innovative leaders across the state
- Prepare and deliver oral presentations
- Interpret, apply and explain laws, codes, regulations, policies and procedures
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Effective use of industry standard software for presentations, document creation, and budgeting
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction

### **Licenses and Certifications:**

- Valid California Teaching Credential
- California Driver's License with evidence of insurability

### **Desirable Qualifications:**

- Doctoral degree in a relevant field
- Valid Administrative Services Credential
- Bilingual/Biliterate in Spanish
- Knowledge of grant writing/application development process