

**SAN MATEO COUNTY OFFICE OF EDUCATION  
DIRECTOR, SCIENCE, TECHNOLOGY, ENGINEERING, ARTS AND MATH CENTER  
(STEAM)**

**BASIC FUNCTION:**

Under the direction of Administrator, Curriculum and Instruction Services, plan, organize, direct and implement the educational services, training activities, instructional resources and support functions of the STEAM Center to enhance student learning and achievement.

**ESSENTIAL DUTIES:**

- Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning STEAM; respond to inquiries and provide detailed information concerning related services, standards, requirements, principles, strategies, practices, techniques, compliance, laws, codes, regulations, policies and procedures;
- Plan, design, coordinate and facilitate training and professional development activities for faculty, staff and administrators; prepare and deliver oral presentations regarding content, curriculum, materials, assessment, principles, theories, standards, guidelines, requirements, practices, procedures and techniques in STEAM education;
- Coordinate communications, activities and information related to the STEAM Center across a wide range of external stakeholder groups including school districts, outside organizations, industry, governmental agencies and the public; establish, support, facilitate and maintain partnerships;
- Monitor, evaluate and adjust activities in response to the instructional needs of school districts and students with a particular focus on closing the achievement gap for English learners, students of color and those living in poverty;
- Monitor and evaluate the educational effectiveness of the STEAM Center; develop and implement strategies and training activities to enhance educational effectiveness;
- Direct promotional and outreach activities to facilitate and enhance awareness of the STEAM Center and its services;
- Maintain current knowledge of educational methods, practices and standards related to STEAM education and related laws, codes, regulations, policies and procedures;
- Assist school districts with the design, development and implementation of professional development STEAM;
- Supervise and evaluate assigned personnel; train and provide work direction and guidance to assigned personnel as required; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested;
- Develop and prepare annual budgets for STEAM Center; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations;
- Participate in researching, obtaining and maintaining grants and other funding sources for the STEAM Center; assist with implementing and administering grants and assuring compliance with related requirements as directed; prepare proposals and assist with developing and maintaining contracts as required;
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed; present materials and information concerning STEAM and related services; assist with coordinating meetings, conferences and special events and activities as required;
- Perform related duties as assigned.

**KNOWLEDGE OF:**

- Best practices and policies in closing the achievement gap and supporting equitable programs and practices for all students;
- Principles, theories, practices, and research involved in STEAM - innovative, student-driven, real-world learning to enhance student achievement;
- High quality professional development design and facilitation;
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students;
- Local, State and federal curriculum standards and frameworks related to STEAM and beyond;
- Basic budget preparation and control;
- Applicable laws, codes, regulations, policies and procedures.

**SKILL AND ABILITY TO:**

- Work with a variety of stakeholder groups to build a common vision and forge alliances in difficult work;
- Design, develop, implement and conduct high quality training and professional development
- Facilitate groups in planning, problem-solving and decision-making;
- Collaborate successfully with diverse groups;
- Speak publicly in both informal and formal settings;
- Communicate effectively both orally and in writing using tact, patience & courtesy
- Analyze situations accurately and adopt an effective course of action;
- Operate a computer and assigned office equipment;
- Meet schedules and time lines;
- Work independently with little direction;
- Prepare and maintain various records, reports and files.

**EDUCATION AND EXPERIENCE:**

- Master's degree or equivalent from an accredited college or university in education or related field
- Increasingly responsible administrative experience working with educational programs and services, Principal experience preferred

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Administrative Services Credential
- Valid California Driver's license

**WORKING CONDITIONS:****ENVIRONMENT:**

- Indoor work environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information and make presentations