



## Job Description

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**POSITION TITLE:** Coordinator II #6070  
Science & STEM Integration/Innovation  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 12

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**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor’s degree from an accredited educational institution with an emphasis in STEM areas and/or STEM related Career and Technical Education. Possess a valid California Single Subject Science (any) or Multiple Subject Teaching Credential.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years classroom teaching experience in STEM related areas. Possess a Master’s Degree. Experience in career and technical education. Possess a valid California Administrative Services Credential and/or National Board Certification

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the current theories, techniques and methodologies of STEM. Knowledge in the development of K-12 STEM curriculum design. Ability to analyze data from multiple sources to design, implement, monitor and evaluate successful STEM initiatives and curriculum. Ability to function as a member of a team. Ability to work effectively, cooperatively and respectfully with staff, parents, students, and community members. Knowledge of processes to address diversity and associated issues related to student performance and instructional methodology. Excellent interpersonal skills. Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

**Technology Requirements – Ability to operate & demonstrate the following:**

- Word processing skills
- Spreadsheet skills
- Electronic presentation skills
- Web development skills
- E-mail management skills
- Computer network knowledge applicable to the position
- Knowledge of computer-related storage devices
- Ability to effectively use technology to manage daily schedule
- Knowledge of STEM appropriate instructional technology and integration
- Content-area knowledge and expertise in primary and secondary curriculum and pedagogy
- Knowledge of educational copyright laws
- Knowledge of computer security expectations

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

**SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Educational Services, and the Director of Science and STEM Integration and Innovation, this position is responsible for coordinating the development, delivery, implementation and monitoring of STEM curriculum, initiatives, events and projects.

The Science & STEM Integration/Innovation coordinator will collaborate with stakeholders to organize and promote interdisciplinary STEM (Science, Technology, Engineering, Math) activities integrating the Next Generation Science Standards (NGSS) and Common Core Math and English Language Arts (ELA) standards. Promote high-tech skill attainment by teachers, which will help ensure students gain the necessary edge to compete and succeed in the global economy.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for programs.
12. Oversee and manage budgets
13. Organizes, develops, coordinates, and provides professional development activities. Examples of topics include: K-5 NGSS Shifting Practices, K-5 Integrated/Project based NGSS, 6-8 Shifting Practices/Integrated vs Discipline Specific, K-5 Science Leaders Training, 6-8 Science Leaders Training, 9-12 Shifting Practices and Conceptual Mapping, After School STEM Support, County Operated Schools and Program Science Training, Tracy EL Summer School Support, and the Delta Sierra Science Project Summer Institute.
14. Coordinate, train, participate, recruit for, support, and/or conduct a variety of events. Examples of events include: Science Fair, Dinner with a Scientist, Summer AP Training in Science, Summer Pre-AP Boot camps for Students, StarLab Training, and the CASEL Conference.
15. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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