



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV STEM Coordinator (Science, Technology, Engineering and Mathematics) Educational Services</b>	<b>#6059</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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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 NGSS/STEM curriculum design. Ability to analyze data from multiple sources to design, implement, monitor and evaluate successful NGSS/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 Division Director of STEM Programs, this position is responsible for coordinating the development, delivery, implementation and monitoring of NGSS/STEM curriculum, initiatives, events and projects.

The STEM coordinator will lead all STEM professional learning by collaborating 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. The STEM coordinator will co-direct the Delta Sierra Science Project along with the Division Director of STEM Programs assisting in the delivery of professional learning, recruiting other presenters and guest speakers, organizing participants registration and stipends. The STEM coordinator will also work with the University of the Pacific as the institute of higher education in the project to ensure that budgets are properly managed and reporting applications and documents are submitted.

**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 time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Develop, evaluate and recommend new or expanded programs and curricula in STEM education for grades K-12.
14. Support schools on NGSS/STEM related issues and trainings.
15. Assist in the development of STEM curriculum aligned with the NGSS and career pathways that ensure integration of academic and career technical education with 21<sup>st</sup> century skills.
16. Work directly with school administrators and staff in the development, implementation and evaluation of NGSS and STEM initiatives and curriculum.
17. Work with Administrators of Math and ELA to ensure proper integration of STEM disciplines around the Common Core and Differentiated Assistance.
18. Organize, develop, coordinate and provide training for administrators and professional staff related to STEM best practices, NGSS Implementation, and Common Core Integration strategies and their integration into the classroom.
19. Coordinate, organize, and promote any special STEM\* events/activities, and legislative issues.
20. Coordinate and articulate STEM services and programs with all districts.
21. Maintain Science and Special Projects Website, and Marketing materials.
22. Provide an interface with Educational Technology and higher education agencies on STEM related issues.
23. Adhere to high ethical standard and demonstrate professionalism when acting as an agent of the office of Science and Special Projects, Educational Services, and the San Joaquin County Office of Education.

24. Build STEM capacity regarding all curriculum, initiatives and projects among staff.
25. Work with the expansion of the North Valley STEM center as an advisory board member.
26. Performs 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.

9/11/2019 final sc