



Job Description

POSITION TITLE:	Division Director, Science, Technology, Engineering and Mathematics (STEM) Educational Services	#5055
SALARY PLACEMENT:	Administrative Council Salary Schedule Range II	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master’s Degree, a valid California Teaching Credential, and an Administrative Services Credential. Five years of classroom teaching experience and five years of educational administration experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor’s Degree in a scientific field. Five years of providing staff development in the area of science. Experience managing multiple large and complex budgets; writing and managing educational grants awarded by the state, federal government, other agencies and foundations and activities that include partnerships with higher education institutions and state and national science organizations. Experience managing a team of personnel throughout multiple sites within SJCOE. Experience developing, managing and growing outdoor education programs and knowledge of the Environmental Principals and Concepts. Knowledge of NGSS. Knowledge of current pedagogy and proven methods of increasing the achievement of English learners. National Board Certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. 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 manage and oversee budgets. Extensive training, experience and skills related to Science, Technology, Engineering and Mathematics. 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.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Possess a valid California Teaching Credential and a valid Administrative Services Credential.

DISTINGUISHING CHARACTERISTICS:

The Division Director represents Range II of the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, the Division Director of STEM will work with school districts and other educational groups in developing research based professional development. This person will initiate and provide support for teachers and schools to improve science education and increase student achievement. Develop and direct all STEM related programs and facilities at SJCOE. The position will design, convene partners, seek funding and provide professional development to a diverse group of teachers from multiple districts within the county of San Joaquin., the region and the state.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

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 material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
14. Organize, implement, and deliver research based professional development in the area of science.
15. Adhere to the Next Generation Science Standards (NGSS), the Environmental Principles and Concepts (EP and C's) and the California Science Framework.
16. Develop, manage and grow outdoor education programs across multiple geographic locations.
17. Provide technical assistance to Differentiated Assistance districts and schools.
18. Supervise selected science events such as Science Fair, etc. for the county office.
19. All 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 a 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 office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.