

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Coordinator of PreK-12 STEM

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY: Under the general supervision of the Director of Professional Learning and Curriculum, the Coordinator of PreK-12 STEM is responsible for assisting in planning, organizing, and developing the PreK-12 STEM curricular programs; supporting STEM professional learning activities for administration and staff; and supporting improvements to curriculum, instructional practices, and student achievement in STEM-related subjects.

ESSENTIAL FUNCTIONS:

1. Support all aspects of the implementation of integrated STEM PreK-12 for all students
2. Demonstrate an understanding of and support implementation of California content standards and frameworks for PreK-12 in science, computer science, math and other STEM-related content areas
3. Demonstrate an understanding of and support implementation of the scope and sequence for STEM-related content areas in TUSD
4. Design, plan, and oversee the work of the STEM Standards and Curriculum Teams
5. Assist in the development, implementation, and evaluation of STEM curriculum and instruction aligned with career pathways that insure integration of academic and Career Technical Education
6. Assist the Professional Learning Director in leading, managing, and delivering the implementation of a comprehensive professional development program for certificated staff in STEM-related content areas
7. Assist the Professional Learning Director in the collection, interpretation, and use of data and assessment results to improve instructional practice and student learning
8. Provide coaching, training, lesson modeling, and support to teachers of STEM-related content areas at PreK-12 grade levels
9. Provide support to the Professional Learning Director in all areas of the department for STEM implementation, including curriculum, instruction, professional development, TTIP, Teacher Induction and related training for administrators, teachers, instructional coaches, and other personnel
10. Develop and carry out long- and short-term plans, programs, and activities to support the implementation of the District's STEM vision, curriculum, and instructional programs
11. Communicate regularly with all stakeholders regarding implementation of STEM
12. Collaborate with sites, community members, and STEM project teams to support and sustain STEM implementation
13. Seek grant requests for proposals to support the implementation of STEM; participate in and support the work of the grant-writing team
14. Supervise and evaluate certificated and/or classified staff as assigned
15. Serve on district-level committees to represent and report on STEM-related content areas and other staff development programs as appropriate
16. Maintain professional competence through on-going professional development and training in areas related to the position and its responsibilities and assist in providing

leadership in determining program direction and improvement to curriculum, instruction, and assessment, including the use of technology

17. Establish and maintain cooperative relationships with those contacted during the course of work
18. Maintain confidentiality on issues concerning programs and staff
19. Maintain regular and prompt attendance in the workplace
20. Perform other related duties as assigned

EDUCATION AND EXPERIENCE:

A valid California Teaching Credential and Master's Degree is required. Must possess or be able to obtain a valid California Administrative Services Credential. Successful experience in the field of education, including a minimum of five years teaching experience is required. Administrative experience in a school setting is preferred. Experience with and knowledge of the California standards and frameworks for PK-12 is required. Experience with program evaluation and data collection preferred. A valid California Driver's License is required.

SKILLS AND QUALIFICATIONS:

1. Knowledge and experience writing proposals for and coordinating grant-funded projects
2. Ability to oversee and manage budgets
3. Leadership skills in planning, setting agendas, and coordinating and conducting meetings, trainings, and professional learning
4. Knowledge and experience in implementing research-based instructional practices and strategies
5. Communicate and collaborate effectively with diverse groups and audiences
6. Demonstrated competence in the California Standards for the Teaching Profession (CSTP) and California Professional Standards for Education Leaders (CPSEL)
7. Ability to collect and analyze data for evaluation and improvement of instructional practices and professional development programs
8. Ability to analyze situations accurately and adopt effective course of actions
9. Ability to lead others effectively
10. Ability to communicate effectively both orally and in writing
11. Ability to integrate current technology into work and job functions
12. Ability to effectively coach certificated staff
13. Ability to function effectively as a member of a team
14. Ability to work independently with minimal supervision

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.

5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with staff, students, and the public. In addition, the Coordinator of PreK-12 STEM must perform duties and responsibilities that occur outside the school campus and District Office for related activities and events, including off-site meetings and/or trainings.

SALARY: LME Salary Range 49

DAYS OF SERVICE: 225 Days

BOARD APPROVED: TUSD 2/11/20