

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **Teacher on Special Assignment – STEM/CTE**  
Department: Educational Services  
Reports to: Assistant Superintendent of Educational Services

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#### **SUMMARY:**

Assists with the administration of STEM/CTE funds [i.e., Carl Perkins, California Career Pathways Trust (CCPT) and Career Technical Education Incentive (CTEIG) Grants]. Supports schools and teachers with the implementation of STEM/CTE, including Next Generation Science Standards (NGSS). Trains, coaches, and models for teachers on a variety of topics related to STEM/CTE. Activities and/or information from the STEM/CTE TOSA will not be used in other Bargaining Unit members' evaluations.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Assists with ordering STEM/CTE equipment and materials and in maintaining an inventory of STEM/CTE equipment and materials.
- \* Works collaboratively with community agencies and the business community to develop programs that support student internships, mentoring, and job shadowing.
- \* Supports the development of articulated coursework for STEM/CTE that meets high school graduation requirements, A-G requirements, articulates with local community colleges, and follow the recommended STEM/CTE sequence to complete selected pathways.
- \* Assists with the administration of the District STEM/CTE funds, including the preparation of state and federal reports.
- \* Remains informed of any changes in state and federal laws and policies related to STEM/CTE.
- \* Assists with the development and implementation of a District-wide STEM/CTE Plan and an Educational Technology Plan.
- \* Communicates information and research data to school staff, parents, and community members regarding the district's STEM/CTE programs.
- \* Supports participating schools and teachers with the implementation of Project Lead the Way (PLTW) and UC Davis' C-STEM+ program.
- \* Trains, coaches, and models for teachers on a variety of topics related to STEM/CTE, including but not limited to: the Next Generation Science Standards (NGSS), cross-disciplinary lesson design, educational technology, project-based and linked learning, differentiation, and research-based instructional strategies.
- \* Determines staff development needs for STEM/CTE teachers and provides staff development opportunities to meet their needs.
- \* Actively participates in PLC collaboration meetings and supports the PLC process.

- \* Serves on District/County STEM/CTE Steering Committees and/or the LCAP Committee, as needed.
- \* Attends workshops, conferences, etc. to enhance existing skills in facilitation, coaching, curriculum development, assessment development, data analysis, good first instruction, multi-tiered systems of support, and other relevant topics.
- \* Coordinates and facilitates relevant workshops and in-services to WPUSD certificated staff.
- \* Makes relevant presentations to stakeholder groups in various venues.
- \* Manages and updates instructional resources for certificated staff in the Staff Room on the WPUSD Website.
- \* Analyzes relevant student achievement and program data to inform improvement efforts.
- \* Assists with the development and implementation of common instructional guides, assessments, interventions, and grading practices as related to STEM/CTE, (including NGSS).
- \* Supports the process for selecting/adopting instructional materials and resources.
- \* Visits classrooms to provide observational feedback and support to teachers.
- \* Engages in discussions with teachers to encourage reflection on effectiveness of instructional strategies.
- \* Other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must have at least five years of credentialed classroom teaching experience, at least three years of industry (career other than education) experience, and be able to perform each essential duty satisfactorily. Applicant must have strong interpersonal skills. Recent attendance at relevant District, PCOE or other professional development workshops and/or series focusing on facilitation, coaching, curriculum development, assessment development, data analysis, good first instruction, English language development, and providing multi-tiered systems of support is preferred.

#### **EDUCATION/EXPERIENCE:**

Required: Bachelor's Degree; 5 years (minimum) of successful teaching

Desired: 3 years' of experience (minimum) in a career other than education; Teacher leadership experience; experience facilitating professional development activities; knowledge of STEM/CTE programs; prior experience working with the Next Generation Science Standards (NGSS)

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Required: Science credential (Single Subject or Supplemental Authorization); EL Authorization

Desired: Additional credential in Mathematics and/or CTE

**LANGUAGE SKILLS:**

Required: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write and research reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Ability to apply knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books and technology carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals holding this position may perform additional duties as assigned.***