

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Director of PreK-12 STEM Curriculum and Local Assessment

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY: Under the general supervision of the Associate Superintendent for Educational Services, provides leadership and supervision of the K-12 STEM Curriculum and local assessment and accountability requirements. This includes 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. Direct 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 and assessment of the scope and sequence for STEM-related content areas in TUSD.
4. Design, plan, and manage the work of the STEM in TUSD and all related STEM Curriculum Teams.
5. Ensure the development, implementation, and evaluation of STEM curriculum and instruction is aligned with career pathways that insure integration of academic and Career Technical Education.
6. Collaborate with 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. Serves as the liaison representative in the field of assessment and accountability AS IT RELATES TO STATE AND FEDERAL FUNDS FOR STEM with the Federal, and State, Regional and County offices.
8. Develop and carry out long- and short-term plans, programs, and activities to support the implementation of the District's STEM vision, curriculum, instruction, and assessment programs.
9. Collaborate and communicate with sites, community members, and STEM project teams to support and sustain STEM implementation.
10. Seek grant requests for proposals to support the implementation of STEM; participate in and support the work of the grant-writing team.
11. Directs, develops, implements, evaluates and establishes standards of achievement and District-wide assessment programs and data storage/reporting systems.
12. Monitors local data in District data storage/reporting systems for accuracy and works with school sites/other district departments to ensure Data Integrity (e.g. district assessment data).
13. Provides leadership and assistance to site and District personnel in identifying, planning, developing and implementing continuous improvement processes.
14. Assists in interpreting the instructional programs and assessment & accountability

data, to the community.

15. Plans, organizes, directs and supervises the local assessment administrative systems.
16. Assists in the determination of the educational needs and the goals of the community and the school district.
17. Assists with development of Pre-K-12 curriculum including coordination of the District's Curriculum committees.
18. Develops policies, administrative regulations and guidelines for all STEM related programs.
19. Develops contacts with state and national organizations for the purpose of enhancing and improving local assessment and STEM related Programs.
20. Coordinates and provides the necessary in-service for staff to implement district-wide local assessments and analyze data.
21. Participates in curriculum development, facility planning, personnel and budget functions, and task forces that will enhance the District's educational programs.
22. Serves as chief spokesperson for the District on District wide STEM related programs and local assessment.
23. Evaluates the effectiveness of STEM related programs and makes program modifications, additions and deletions as appropriate.
24. Assists in functions and services in the Educational Services Division as deemed necessary.
25. Supervise and evaluate certificated and/or classified staff as assigned.
26. 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.
27. Establish and maintain cooperative relationships with those contacted during the course of work.
28. Maintain confidentiality on issues concerning programs and staff.
29. Maintain regular and prompt attendance in the workplace.
30. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. Must possess or be able to obtain a valid California Administrative Services Credential. Must possess or be able to obtain a Masters Degree, Doctorate preferred. Successful experience as a school or district administrator with experience in developing and implementing education programs for students in K-12 including school budgeting. Knowledge and experience of the California standards and frameworks for PK-12, and local assessment and accountability measures are required. Possession of an appropriate California driver's license; have willingness and ability to travel throughout the District.

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.
15. Knowledge of business and management principles involved in strategic planning, resource allocation, and using local assessment data to monitor and measure student achievement.
16. Knowledge of operating policies, rules and procedures of the school district.
17. Ability to maintain cooperative working relationships with those contacted in the course of work; apply strong communication skills both orally and in writing, and maintain confidentiality.
18. Ability to apply effective leadership skills.
19. Ability to prepare comprehensive reports.
20. Knowledge of local assessment, Data Management, and Continuous Improvement processes.
21. Ability to select and manage classified and certificated staff with skills and abilities that match school needs and enhance program effectiveness.
22. Ability to apply quality management tools to organizational data and make process improvement changes.
23. Knowledge and experience of local assessments and accountability measures.

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 District and site staff, students, and the public. In addition, the Director of PreK-12 STEM Curriculum and Local Assessment 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: Leadership/Management Salary Range 58

DAYS OF SERVICE: 225 Days

BOARD APPROVED: TUSD 03/09/2021