

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: STEM Learning Accelerator Coordinator

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY: Under the general supervision of the Director of STEM Curriculum and Local Assessment the STEM Learning Accelerator Coordinator is responsible for assisting in planning, organizing, and supporting STEM in TUSD, especially the AdvanceSTEM Project and the PreK12 STEM Project; providing 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. Assist the Director of Professional Learning and the Director of STEM Curriculum and Local Assessment in leading, managing and delivering the implementation of a comprehensive professional development program for certificated staff in STEM-related content areas.
3. Provide coaching, training, lesson modeling and support to site administrators and teachers of STEM-related content areas at Prek-12 grade levels.
4. Demonstrate an understanding of and support the implementation of CA standards and frameworks for Prek12 in science, computer science, math, engineering and other STEM-related content areas.
5. Demonstrate an understanding of and support implementation of TUSD scope and sequence for STEM-related content areas.
6. Collaborate with site administrators and teachers of math and ELA to ensure proper integration of STEM disciplines around the Common Core standards.
7. Assist in the development, implementation, and evaluation of STEM instruction and curriculum aligned with career pathways that insure integration of academic and career technical education.
8. Assist in the development, implementation, and refinement of TUSD STEM assessments.
9. Assist the Director of Professional Learning and the Director of STEM Curriculum and Local Assessment in the collection, interpretation, and use of data and assessment results to improve instructional practice and student learning at school sites.
10. Provides support to the Director of Professional Learning in all areas of the department including curriculum, instruction, professional development, TTIP, teacher induction and related training for site administrators, teachers, instructional coaches, and other personnel.
11. Develop and carry out long and short-term plans, programs, and activities to support the implementation of district STEM vision, curriculum, and instructional programs.
12. Communicate regularly with all stakeholders regarding implementation of STEM.
13. Collaborate with teachers and site administrators, community members, and district STEM teams.

14. Serve on district level committees to represent and report on STEM-related content areas and other staff development programs as appropriate.
15. Supervise and evaluate certificated staff as assigned.
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 California educational framework and standards for Science and Math for PreK-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, coordinating and conducting meetings, trainings, and professional learning.
4. Knowledge and experience in implementing research-based instructional strategies and practices.
5. Ability to work a computer and knowledge of assigned software.
6. Communicate and collaborate effectively with diverse groups and audiences.
7. Demonstrated competence in the California Standards for the Teaching Profession (CSTP) and California Professional Standards for Education Leaders (CPSEL).
8. Ability to collect and analyze data for evaluation and improvement of instructional practices and professional development programs.
9. Ability to analyze situations accurately and adopt effective course of actions.
10. Ability to lead others effectively.
11. Ability to communicate effectively both orally and in writing.
12. Ability to integrate current technology into work and job functions.
13. Ability to effectively coach certificated staff.
14. Ability to function as a member of a team
15. 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 STEM Learning Accelerator Coordinator 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 Range 49

DAYS OF SERVICE: 225 Days

BOARD APPROVED: 12/14/2021