



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CERTIFICATED JOB DESCRIPTION

**JOB TITLE:** DISTRICT SCIENCE COORDINATOR  
(Teacher on Special Assignment – TOSA)

**REPORTS TO:** Director of Curriculum and Assessment      **SITE:** District Office

**CLASSIFICATION:** Certificated      **WORK YEAR:** Teacher Work Calendar

**SALARY** \$13,000 Stipend for the School Year (Stipend will be pro-rated if the position is shared)

**APPROVED BY THE BOARD OF TRUSTEES:**      **EFFECTIVE DATE:**

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### **JOB ESSENTIAL FUNCTIONS:**

1. Provides leadership, oversight and support for Science teachers and departments as they work to fully implement the Next Generation Science Standards (NGSS).
2. Facilitates ongoing collaboration and professional development for District Science teachers with special attention to intervention and support best practices in the NGSS for high-priority students.
3. Conducts school visits and classroom observations so as to provide feedback to Science instructors and inform professional development planning.
4. Collaborates with the ELD Coordinator and the Manager of EL Programs to support the implementation of strategies that address the academic language acquisition needs of Long-term English Learners; and helps support the *Constructing Meaning* efforts of the Language and Literacy Coaches.
5. Serves as Chair and facilitator of the district Science Council.
6. Facilitates continued development of Common Learning Experiences (CLE's) in Biology, Chemistry, and Physics by design teams.
7. Facilitates the development of formative and summative assessments in science, including preparation for the new operational statewide science assessments.
8. Attends workshops and relevant professional development at the San Mateo County Office of Education and other educational agencies in order to facilitate and disseminate best practices in Science to teachers across the District.
9. Collaborates with other District coordinators and administrative leaders as needed.
10. Oversees the analysis of the effectiveness of math programs through data analysis and reporting – for both the Local Control Accountability Plan and with internal stakeholders.
11. Meets regularly with Director of C & I for guidance, support and to share information.

### **Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

## **QUALIFICATIONS:**

### **Education/Training Experience**

- Single Subject Science teaching credential.
- Five or more years high school Science teaching experience.
- Substantial commitment to and experience facilitating professional learning activities.
- Experience leading or facilitating curriculum development (desired).
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into instruction.
- Experience with and/or previous training in developing culturally responsive pedagogy/ curriculum & instruction.
- An understanding of and commitment to *cultural proficiency*.
- An understanding of and effective strategies for formative assessment practices.
- Experience having led formal professional development/adult learning.
- Experience teaching classes for students performing below grade level and knowledge of the instruction needed to accelerate their academic progress.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

### **OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.