

**MIDDLE COUNTRY SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF SCIENCE AND RESEARCH PK-12**

Summary: Provides leadership and direction and supervises science programs to ensure that the goals of the district and community are reached. The Science Director reports directly to the Assistant Superintendent for Instruction. The position includes the duties and responsibilities below and other functions as assigned by the Assistant Superintendent for Instruction.

Qualifications: A Master's Degree (minimum)—Post-Graduate Certificate in Educational Administration (SAS/SBL) preferred

AND

Five years teaching experience.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties and Responsibilities:

1. Perform such duties and functions related to the area of specialty as determined by the Assistant Superintendent for Instruction.
2. Supports the development of district and departmental goals, curriculum objectives, and course descriptions.
3. Oversee the science & library media studies curriculum for grades PK-12 in collaboration with the Assistant Superintendent for Instruction.
4. Administration, evaluation, and supervision of science & library media studies curriculum, programs and staff.
5. Chair the district science & library media studies committees.
6. Provide demonstration lessons upon request.
7. Evaluate, supervise, and arrange science field experiences to enhance science and research & library media studies curriculum.
8. Oversee the development of benchmark, mid-term and final examinations for PK-12.
9. Oversee the development of supplementary materials to enhance science & library media studies curriculum.

10. Development, implementation, evaluation and refinement of discipline-specific capstone research experiences.
11. Supervise the review and revision of science & library media studies units and teacher guides.
12. Identify, evaluate, pilot, recommend and implement instructional resources best suited to the needs of Middle Country Students in the areas of science & library media studies.
13. Develop, deliver, and evaluate professional development regarding core curriculum science & library media studies instruction (administrative and instructional staff).
14. Conduct teacher observations as per district guidelines.
15. Provide training for new teachers in use of science & library media studies materials and grade level curriculum and instruction.
16. Keeps informed of progress and new developments in science & library media studies. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.
17. Provide input on district-wide budget development and implementation.
18. Provide input to the principals in the preparation of school budgets, purchase requisitions, staffing, student assessments, and or scheduling.
19. Assumes responsibility for the proper handling of funds.
20. Responsible for the inventory of school property and for the security and accountability of that property in coordination with district and building staff.
21. Oversee academic celebrations, competitions, and enrichment opportunities, including the district STEM Celebration.
22. Work with central administration, directors, coordinators, and principals in the facilitation of district and state student assessments.
23. Ongoing analysis and dissemination of student performance data with a focus on the improvement of instructional planning, delivery and student achievement (graduation rate, mastery levels on Regents and AP examinations).
24. Represent discipline-specific needs and perspectives on district committees in order to promote effective programs and instruction for Middle Country students.
25. Coordinate with district and building administrators to support the recruitment, screening, and hiring recommendations of instructional staff.

26. Oversee coordination of the elementary, middle and high school outdoor education field experiences including planetarium visits.
27. Development, implementation, evaluation and refinement of the district planetarium curriculum.
28. Supervise the Independent Capstone Advisors.
29. Implement equity-focused strategic goals with a focus on development, monitoring, and evaluation of district resources for culturally relevant curriculum and instruction.
30. Coordinate professional development focusing on DEI for district internal and external stakeholders including teacher leaders and community committees.
31. Serves as District Dignity for All Students Act (DASA) Coordinator.
32. This position includes the duties and responsibilities as assigned by the Assistant Superintendent for Instruction.

Reports to: Assistant Superintendent for Instruction