



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV STEM Coordinator (Science, Technology, Engineering and Mathematics) STEM Workforce Development and Innovation Educational Services</b>	<b>#6059</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent of Educational Services, and the Division Director of STEM Workforce Development and Innovation, this position is responsible for coordinating the development, delivery, implementation, and monitoring of STEM, NGSS, and Environmental Literacy curriculum, initiatives, events, and projects. The STEM coordinator will lead all STEM professional learning by collaborating with stakeholders to organize and promote interdisciplinary STEM (Science, Technology, Engineering, Math) activities integrating the Next Generation Science Standards (NGSS), Environmental Principles and Concepts (EP & C's), Computer Science Standards, Common Core Math and English Language Arts (ELA) standards. The STEM Coordinator will directly manage, and support grant-funded programs related to STEM, Environmental Literacy, Expanded Learning, and Outdoor Education.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree. Either possess a valid Clear California General Education or Special Education Teaching Credential OR a Valid Clear Career Technical Education Teaching Credential & possess or be eligible to obtain an Administrative Service Credential (CTE credential holders).

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years classroom teaching experience in STEM-related areas. Demonstrate strong teaching experience in STEM or science instruction at the elementary or secondary level. Possess a Master's Degree. Working knowledge and/or experience with student-activities, curriculum development, and professional development. Recent experience in program supervision, development, management; organization of activities and/or special events. Possess or obtain a valid first aid and CPR certification. Possess a valid California Administrative Services Credential. Bilingual in Spanish/English.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- current theories, techniques, and methodologies of STEM
- the development of K-12 NGSS/STEM curriculum design
- processes to address diversity and associated issues related to student performance and instructional methodology
- program evaluation and data collection
- computer-related storage devices
- computer network applicable to the position
- STEM appropriate instructional technology and integration
- educational copyright laws
- computer security expectations

- content area and expertise in primary and secondary curriculum and pedagogy

Ability to:

- analyze data from multiple sources to design, implement, monitor, and evaluate successful NGSS/STEM initiatives and curriculum
- function as a member of a team
- effectively use technology to manage daily schedule
- work effectively, cooperatively, and respectfully with staff, parents, students, and community members
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets

Possess:

- excellent interpersonal skills
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.
- word processing skills
- spreadsheet skills
- electronic presentation skills
- web development skills
- e-mail management skills

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Work with SJCOE grant writers in seeking funding to support activities and programs.
14. Develop, evaluate, and recommend new or expanded programs and curricula in STEM, NGSS, and Environmental education for grades K-12.
15. Support schools on NGSS/STEM issues and trainings.
16. Assist in the development of STEM curriculum aligned with the NGSS and career pathways that ensure integration of academic and career technical education with 21<sup>st</sup> century skills.
17. Organize, develop, coordinate, and provide training for administrators and staff related to STEM best practices, NGSS and Environmental Literacy implementation and Common Core integration strategies and their integration into the classroom.
18. Coordinate, organize, and promote any special STEM services, events, activities, and legislative initiatives.
19. Coordinate and articulate STEM services and programs with all districts.

20. Maintain oversight of STEM Programs' website, and marketing materials.
21. Adhere to high ethical standard and demonstrate professionalism when acting as a representative of STEM Programs, Educational Services, and the San Joaquin County Office of Education.
22. Build STEM, NGSS, and Environmental Literacy capacity regarding all curriculum, initiatives, and projects among staff.
23. Work to maintain and expand collaborative STEM and Environmental Literacy networks both regionally and at state-wide levels.
24. Performs other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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