MERCED CITY SCHOOL DISTRICT

CLASS TITLE: COORDINATOR I - SCIENCE TECHNOLOGY ENGINEERING ARTS and MATH (STEAM)

BASIC FUNCTION:

The Coordinator I STEAM, under the direction of the Director of Curriculum, Instruction and Staff Development, or designee, has responsibility for managing, supervising, planning, and coordinating the activities and operations related to STEAM; coordinating activities with all schools, outside agencies, and the general public, including the STEAM Center, STEAM Program events and projects as aligned with the Common Core State Standards and the Next Generation Science Standards. The Coordinator will provide leadership and professional development to staff and community partners in the areas of science, technology, engineering, art and math that provide expanded learning opportunities for students to develop 21st Century skills.

REPRESENTATIVE DUTIES:

- Uphold the values and mission of MCSD and the Educational Services Division by providing outstanding service.
- Assist the Curriculum Instruction and Staff Development (CISD) Department, in developing and implementing innovative ideas and strategies in STEAM learning to enhance the high quality of instruction.
- Work closely and provide assistance to building level Professional Learning Communities (PLC's) to maintain and ensure a consistent, rigorous, and equitable educational experience in STEAM for all PK-8 schools, site-based STEAM/Maker Spaces, informal learning centers, learning excursions, and extended day or learning programs.
- Coordinate the implementation, monitoring, evaluation and annual review of the MCSD STEAM Strategic Plan attending to adopted models of integration of STEAM principles with an emphasis on technology (e.g., SAMR, TIMMS), rigorous, applied learning experiences, school-to-career connections for students, and 21st Century skills.
- Coordinate the activities of the STEAM Center and STEAM Center staff so that the STEAM Center supports proficiency for all students, professional development for teachers, and models of innovation for other educators and community members.
- Integrate and expand STEAM awareness through various media and activities.
- Assist with recommendations for instructional material, media and equipment for the classroom including research-based innovations, hardware, software, and current industry-standards-based equipment.
- Review, research, prepare proposals and grant applications, and pilot STEAM programs and projects.

- Ensure direct alignment with MCSD Vision and Board Priorities, LCAP goals, CISD Professional Development Plan, MCSD Technology Plan, and MCSD STEAM Strategic Plan.

- Performs other duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

MINIMUM QUALIFICATIONS:
Appropriate Administrative Services credential as required by the California Commission on Teacher Credentialing.
KNOWLEDGE OF:
Interagency collaborative models and practices.
Welfare and institution codes.
Grant writing techniques.
Regulations and policies governing public agency service providers.
Evaluation models, data collection, and analyses used in monitoring program effectiveness.
Principles and practices of record keeping, documentation and reporting.
Community assessment techniques and models.
Services provided to students as related to general fund, special education, and categorical programs.

EDUCATION AND EXPERIENCE
Bachelor's Degree and all courses necessary to meet the credential requirement. Masters's degree or Doctorate in Curriculum and Instruction or Education Administration with an emphasis in Science, Educational Technology, Computer Science, Engineering, or Mathematics . Five (5) years of responsible educational experience including two years of administrative service in a public school setting, preferred. Experience working with collaborative partnerships, development of Memoranda of Understanding between agency and private providers, and grant writing efforts.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.
Employees in this position must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:
ENVIRONMENT
Office environment; subject to driving a vehicle to conduct work.
PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials to accomplish assigned tasks of the job.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA).

Legal Reference: Education Code 35291
Policy Adopted: May 9, 2017