



## Job Description

---

**POSITION TITLE:** STEM Instructor (Temporary) #4057  
(CERTIFICATED)  
STEM/Educational Services

**SALARY PLACEMENT:** Short Term Hourly Salary Schedule

---

### **SUMMARY OF POSITION:**

Under the direction of the Coordinator IV and the Division Director of STEM Programs, conducts on-site, and off-site education programs for SJCOE STEM Programs, helps schedule and prepare field trips, and maintains the SJCOE STEM Programs sites (Fab Lab, Harmony Grove Lab, Durham Ferry, Sky Mountain) and its equipment and oversee program administration in case of Coordinator IV absence.

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

Possess a Bachelor's Degree with a valid California Preliminary/Clear teaching credential (general/special education). Experience with teaching in science or related field.

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

Possess a valid California Administrative Services Credential and/or master's degree in an educational or related field. Bilingual in English/Spanish. Administrative, supervisory, or management experience. Experience with coding, manufacturing, engineering, environmental literacy, or outdoor education.

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

Knowledge of:

- assigned software
- science fields, outdoor education, environmental literacy, and/or technology (robotics, laser cutting, Google Apps, video production, micro controllers, and other makerspace tools)
- troubleshooting, and programming in python, JavaScript, or C++

Ability to:

- make decisions and solve problems effectively and efficiently
- lead adults and students in engaging hands-on experiences
- be flexible and receptive to change
- plan, coordinate, STEM educational programs designed for students in grades K-12
- speak and make presentations before large groups of people
- provide instruction, leadership, and guidance to participating teachers and students
- operate a computer

Possess:

- 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.

**ESSENTIAL FUNCTIONS:**

Essential functions may include but are not limited to the following:

1. Work effectively with county office programs, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Move equipment between on-site and off-site field trip locations.
4. Manufacture equipment for use in lessons.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Participate, coordinate, or conduct a wide variety of field trips, meetings, 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 meeting, conferences, in-services, boards, councils, and events.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Assume responsibility for scheduling, planning, implementing, and evaluating technology, engineering, and computer science education curriculum for assigned site(s).
14. Operate, maintain, and manufacture with our equipment, which includes, but is not limited to, 3D printers, laser cutters, soldering irons, CNC mills, circuit boards, and sewing machines.
15. Promote high staff morale by attending to human relations' issues.
16. Procure, develop, and maintain materials, equipment, records and supplies.
17. Develop and implement procedures for the health, safety, discipline, and conduct of pupils.
18. Provide tech support for participants.
19. Provide leadership in emergency situations.
20. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aides.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels 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 may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees in this position will be required to work in a school setting.



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE