

## COORDINATOR, SCIENCE, MATH AND TECHNOLOGY

### DEFINITION

Under general direction, plan, organize, coordinate and implement educational services, training activities, instructional resources and support functions for local school districts to enhance student learning and achievement in science and mathematics; provide consultation and professional learning activities to administrators, staff and faculty to enhance the educational effectiveness of science, math and technology integration in instruction.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, Curriculum and Instructional. Exercises direct supervision over professional and administrative support staff.

### CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating School Safety and Risk prevention programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget and contract administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Using various research & evidence-based strategies; plan, organize, coordinate and implement educational services, training activities and instructional resources of the Science and Math subjects for local school districts.
- Provide in-depth professional learning experiences and implementation support for the Next Generation Science Standards, Common Core State Standards in Mathematics and the Computer Sciences standards with alignment to the Common Core State Standards.
- Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning educational services.
- Provide guidance for science & math curriculum adoptions, instructional materials, and assessments through an equity lens to ensure representation and mitigate bias.
- Collaborate with educators to develop inclusive classroom environments and equitable teaching practices in science, and math.

- Serve as a liaison and coordinate communications, activities and information between County Office administrators, personnel, school districts, outside organizations, governmental agencies and the public.
- Collaborate with the Curriculum & Instruction Services team to plan, present and implement the various content standards and frameworks set forth by the California Department of Education.
- Drive a vehicle to conduct work; visit sites and classrooms to monitor and support educational activities.
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to a master's degree from an accredited college or university with major coursework in education or a closely related field; and
- Five years of science and/or math teaching experience.
- Experience applying principles of educational equity and culturally responsive teaching in science education.

### **Licenses and Certifications:**

- Valid California Administrative Services Credential.
- Valid California Teaching Credential.
- Single Subject Teaching Credential in Science and/or Mathematics.
- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

### **Knowledge of:**

- Knowledge of culturally responsive teaching practices, educational equity, anti-racist pedagogy, and mitigating bias in education.
- Best practices in closing the achievement gap and promoting equitable programs and practices for all students.
- Principles, theories, standards, practices, strategies and procedures involved in enhancing student learning and achievement.
- Next Generation Science Standards and/or Mathematics and the Common Core State Standards, and effective research-based instructional strategies.
- Practices, procedures and techniques involved in the development and implementation of professional learning activities.
- Knowledge of Multi-Tiered System of Support (MTSS) and Universal Design for Learning (UDL).
- Experience working with students of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.
- Basic budget preparation and management.
- Local, State and federal standards and requirements governing assigned subject or instructional area.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

**Ability to:**

- Provide consultation and technical assistance in science education, math, and educational technology.
- Design, develop, implement, and conduct training and professional learning.
- Facilitate diverse adult learning groups with regard to planning, problem-solving and decision-making.
- Collaborate successfully with cross department teams and members of the community.
- Prepare and deliver oral presentations.
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies.
- Design professional development to build educators' capacity to create equitable and inclusive science learning environments.
- Note commitment to foregrounding historically marginalized narratives and contributions in science education.
- Include responsibilities to analyze student data to identify and address opportunity and achievement gaps between student groups in assigned subject areas.
- Supervise and evaluate the performance of assigned personnel.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Prepare and maintain various records, reports, and files.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.