



Job Description

POSITION TITLE:	Coordinator II	#6070
	STEM Workforce Development and Innovation	
	Educational Services	

SALARY PLACEMENT:	Management Salary Schedule
	Range 12

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services, and the Division Director of STEM Programs, 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 provide STEM professional learning by collaborating with stakeholders to organize and promote interdisciplinary STEM (Science, Technology, Engineering and Mathematics) activities integrating the Next Generation Science Standards (NGSS), Environmental Principles and Concepts (EP & C's), Common Core Math, and English Language Arts (ELA) Standards.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's degree from an accredited educational institution with an emphasis in STEM areas and/or STEM related Career and Technical Education. Possess a valid California Single Subject Science (any), Multiple Subject Teaching Credential, or Career Technical Education Credential.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years classroom teaching experience in STEM related areas. Possess or working towards a Master's Degree. Working knowledge and/or experience with student-activities and curriculum development. Recent experience in program supervision, development, or management; organization of activities and/or special events. Possess or obtain a valid first aid and CPR certification. Bilingual in English/Spanish.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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

Ability to:

- analyze data from multiple sources to design, implement, monitor, and evaluate successful STEM initiatives and curriculum
- to function as a member of a team
- 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

- effectively use technology to manage daily schedule

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 programs.
12. Oversee and manage budgets
13. Organize, develop, coordinate, and provide professional learning opportunities for PreK-12 educators.
14. Coordinate, train, participate, recruit for, support, and/or conduct a variety of events.
15. Assist in the development of STEM curriculum aligned with the NGSS and career pathways that ensure integration of academic and career technical education with 21st century skills.
16. Work directly with school administrators and staff in the development, implementation, and evaluation of STEM, NGSS and Environmental Literacy initiatives and curriculum.
17. Adhere to high ethical standards and demonstrate professionalism when acting as a representative of STEM Programs, Educational Services, and the San Joaquin County Office of Education.
18. Perform 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, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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