



Job Description

POSITION TITLE:	Director I, STEM STEM, Workforce Development, and Innovation Professional Learning and Support	#5049
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1	

SUMMARY OF POSITION:

Under direction of the Deputy Superintendent of Professional Learning and Support, Assistant Superintendent of Educational Services, and the Division Director of STEM, Workforce Development, and Innovation the Director of STEM Programs will work with school districts and other educational groups in developing professional learning for educators. This position will oversee all STEM professional learning including Science, Mathematics, Environmental Literacy, curriculum, initiatives, grants, events, and projects.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree, a valid California Teaching Credential, and an Administrative Services Credential.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in a STEM area. Five years of classroom teaching experience. Prior professional learning, administrative or supervisory experience. Recent experience in program supervision, development, or management; organization of activities and/or special events.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation data collection
- current theories, techniques, and methodologies of STEM
- processes to address diversity and associated issues related to student performance and instructional methodology

Ability to:

- supervise, lead, and evaluate staff
- manage and oversee budgets
- be flexible based on program needs
- create and follow policies and procedures
- remain current on research-based, effective instructional practices, current STEM frameworks and best pedagogical practices in the areas of STEM

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.

DISTINGUISHING CHARACTERISTICS:

The Director I series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

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

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 material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
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. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
14. Represent the San Joaquin County Office of Education at meetings related to STEM.
15. Organize and implement any state and federal sponsored STEM training.
16. Organize, implement, and deliver research based professional development in the area of STEM.
17. Serve as a resource to members of the community regarding STEM instruction.
18. Adhere to the California Content Standards, NGSS Science Standards, California Mathematics Framework, Computer Science Standards, and all STEM related Standards.
19. Apply, implement, and maintain grants, grant requirements, and grant funding.
20. Assist districts in the selection of curriculum texts.
21. All 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 a 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 office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.