



Job Description

POSITION TITLE:	Director II	#6168
	STEM Workforce Development and Innovation	
	Educational Services	

SALARY PLACEMENT:	Senior Management Salary Schedule
	Range 2

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services and the Division Director of STEM Programs, support the development, implementation, continuance, and upgrading of new and existing STEM programs. Lead all STEM professional learning by collaborating with stakeholders to organize and promote interdisciplinary STEM activities integrating Next Generation Science Standards and Common Core Math and English Language Arts (ELA) standards, Environmental Literacy, and knowledge of Environmental Principles and Concepts.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree. Possess a valid California Teaching Credential, and possess or be eligible for an Administrative Services Credential. Five years of classroom teaching experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree in a scientific field. Five years of providing staff development in the area of science. Experience in career and technical education. Knowledge of NGSS. Experience managing multiple large and complex budgets: writing and managing educational grants awarded by the state, federal government, other agencies and foundations and activities that include partnerships with higher education institutions and state and national science organizations. Experience developing, managing, and growing outdoor education programs and knowledge of the Environmental Principles and Concepts/

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets
- plan, coordinate, complete, and provide leadership for outdoor education programs designed for students in grades K-12, adult professional development, and other events
- speak and make presentations before large groups of people
- provide instruction, leadership, and guidance to participating teachers and students
- evaluate the quality of student programs with an eye on creating new programs and enhancing and upgrading existing ones
- communicate and integrate programs effectively with other members across multiple departments at SJCOE, as well as parents, administrators, students, and community members

Possess:

- 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 II series represents advanced management positions and has three 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 developments, 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 program.
12. Oversee and manage budgets.
13. Review and analyze contracts and Memorandums of Understanding.
14. Seek funding via donations and grant writing in order to support the ongoing work.
15. Act as student discipline designee if needed.
16. Support schools on NGSS/STEM related issues and trainings.
17. Organize, develop, coordinate, and provide training for administrators and professional staff related to STEM best practices, NGSS Implementation, and integration into the classroom.
18. 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.
19. Support the coordination and training of Outdoor Education staff at two sites.
20. Director may need to support Outdoor Education managers by working at Outdoor Education site for the week.
21. Perform other related duties as required.

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 workstation, 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.
7. Be able to traverse rigorous terrain, take prolonged hikes, and work long hours including intermittent overnight stays.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public.