

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Elementary Science Specialist

BASIC FUNCTION:

Under the direction of the site administrator, the Elementary Science Specialist will provide instruction in the area of science at an elementary school in the District. This person will be involved in the implementation and refinement of science programs to ensure the academic success of all students. The Elementary Science Specialist will collaborate with the Assistant Superintendent, Instructional Services, other elementary science specialists, Teachers on Special Assignment, and site principals to align efforts in the implementation of educational programs. The Elementary Science Specialist creates and implements lessons in a laboratory or classroom setting to provide hands-on science instruction and provides model lessons in classrooms.

ESSENTIAL DUTIES:

- Examine pedagogical practices used in the District related to STEM programs, California State Standards, Next Generation Science Standards and Maker initiative.
- Assist with the K-5 implementation of STEM programs, California State Standards, Next Generation Science Standards and Maker initiative.
- Collaborate with elementary teachers, elementary science specialists, secondary science teachers, Teachers on Special Assignment and Assistant Superintendent, Instructional Services to plan, develop, and organize a comprehensive K-5 NGSS program.
- Collaborate, plan and align science instruction with elementary teachers.
- Meet with grade level teachers to ensure vertical articulation and facilitate progress towards meeting goals and outcomes.
- Collaborate with elementary teachers in monitoring the progress of all students toward grade level standards and expectations.
- Create a learning environment for elementary science students that fosters positive attitudes toward self and society, as well as science.
- Maintain current knowledge of educational research, materials and strategies by attending meetings, trainings, and conferences pertaining to the quality of instruction in science.
- Work with elementary teachers to plan a balanced science instructional program involving demonstrations, discussions, student experiments; organize laboratory activities and procedures for optimum learning.
- Demonstrate scientific concepts by use of scientific apparatuses, experiments, and technology.
- Provide individualized and small group instruction in order to adapt the curriculum to the needs of students and to accommodate circumstances where a

variety of projects and experiments are being worked on simultaneously.

- Instruct students in the proper use, care and safe handling of science equipment.
- Assess and guide schools with selecting and organizing supplies and equipment, maintaining inventory, and accessing software.
- Establish and maintain standards of student behavior needed to promote a productive learning environment during regular class sessions, laboratory sessions and field trips.
- Use student assessment data as a means of formative assessment that can guide instruction for students.
- Participate in district, school, and professional learning community (PLC) meetings.
- Manage multiple projects, prioritize work, keep and maintain accurate records, meet deadlines.

OTHER REPRESENTATIVE DUTIES:

- Stay abreast of changing curriculum and assessment in the area of science.
- May plan, develop, organize and conduct a variety of programs, projects and activities related to professional development in science instruction.
- Perform other related duties as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Common Core State Standards/Next Generation Science Standards, curriculum frameworks, Maker initiatives, STEM, and assessments along with instructional methods of elementary schools including knowledge of ways to use technology to support instruction and other functions throughout the school.
- 21st century learning skills and objectives.
- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults.
- Educational trends and research findings pertaining to science as it relates to systemic change, professional learning communities, student achievement, assessment, and instructional technology.
- Leadership and facilitation skills.
- Implementing effective instructional strategies.
- Oral and written communication skills in English. Effective oral communication to conduct meetings.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

- Perform all essential duties of the position.
- Plan, organize and lead professional development.

- Assist District leadership in developing and implementing science curriculum to serve the needs of students and faculty.
- Design instruction that is systematic and focused on District-wide instructional initiatives to meet the needs of all students.
- Focus on student learning and success.
- Demonstrate uses of instructional technology to address science instruction and learning styles.
- Maintain an effective, collaborative learning climate at the schools with students and staff.
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Analyze problems and issues and develop appropriate solutions.
- Prioritize, plan, and coordinate work to meet deadlines.
- Communicate effectively in English both orally and in writing.
- Travel to various District locations and school sites.

MINIMUM QUALIFICATIONS:

Credential:

Possession of a valid California Single Subject Teaching Credential in Science or supplementary authorization to teach Science.

Education:

Bachelor's Degree, including all courses needed to meet credential requirements. knowledge/experience in curriculum, staff development, and expertise in science instruction. Completion of coursework or in-depth training in the area of science.

Personal Qualities:

Appearance, grooming, and personality which established a desirable example for students. Ability to meet District standards for physical or mental health. Above average recommendations from supervisors or other professional who have observed the personal characteristics, scholastic attainment, and performance of the classroom teacher, including the qualities listed below:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to high standards

- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office and classroom environment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently sit, occasionally stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to frequently lift and/or move up to 15 pounds.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.

Work Year: 10 months

Salary Range: Certificated Salary Schedule