

# MONTEREY COUNTY OFFICE OF EDUCATION

## **DIRECTOR STEAM (Science, Technology, Engineering, Art and Math) EDUCATIONAL SERVICES**

**CLASSIFICATION:** Certificated Management

**SALARY LEVEL:** 79

**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Assistant Superintendent or Senior Director for Educational Services, the Director of STEAM is responsible for directing the operations and leading the activities of the Science, Technology, Engineering, Art, and Mathematics program to ensure smooth, effective and efficient program operations; collaborating within the Educational Services Division; participating in Curriculum Leadership Council (CLC); participating on the Educational Services Leadership Team; supervising and evaluating the performance of assigned personnel.

### **SUPERVISOR:**

Assistant Superintendent or Senior Director of Educational Services

### **POSITIONS SUPERVISED:**

Management; certificated and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Plan, organize, and direct the operations and activities of the Monterey County Office of Education's implementation of STEAM programs; monitor program work flow; review and evaluate work products, methods and procedures; oversee program activities to ensure compliance with State and Federal policies, ordinances, rules and regulations
- Develop and interpret legal documents related to STEAM activities; review and edit program guidelines to ensure alignment with the Monterey County Office of Education's Mission, Vision, and Core Values; compile an annual report including progress on strategic planning goals, accomplishments, or other relevant information as needed
- Cultivate relationships with Monterey County school districts, local institutions for higher education, and other community partners; create and develop outreach activities to increase STEAM activities countywide; provide technical assistance to district and site administrators regarding the best practices for

the implementation of STEAM programs and their connections to supporting youth to be college and career ready

- Provide content area and technical expertise to the Assistant Superintendent and/or Senior Director of Educational Services regarding STEAM initiatives, statewide programs, and other outreach activities; develop, create, and lead the implementation of professional learning opportunities, technical assistance, and innovative proprietary resources to support Monterey County school districts in the implementation of STEAM programs
- Direct, evaluate, coach, and train assigned staff; recruit, interview and recommend candidates for final-round interviews; recommend commendations, improvements, reassignments, terminations, and disciplinary actions with staff assigned
- Develop, prepare, and monitor the annual budget for STEAM; analyze and review financial data; control and authorize expenditures related to the STEAM Cost Center with established protocols and policies
- Serve as a liaison and coordinate communications, activities and information related to STEAM between County Office administrators, personnel, school districts, outside organizations and the public; establish, support, facilitate and maintain partnerships; serve on State and County committees as required; serve on task forces developed focusing on STEAM
- Provide direction to school leadership teams through professional development coaching, mentoring, and serving as a content expert to assist schools and districts with initiatives focused on improving student achievement
- Compile, review and analyze a variety of technical data and information related to assigned subject area or instruction-related program
- Prepare and maintain a variety of records and reports related to programs, budgets, school support, partnerships, meetings and assigned activities; prepare and develop proposals as required
- Operate a variety of office equipment including copiers, projectors, audio-visual equipment and assigned software
- Drive a vehicle to conduct work; visit sites and classrooms throughout the county to monitor educational activities and provide technical advice concerning assigned subject area or program and related services
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

#### **OTHER DUTIES:**

Performs other job-related duties as required

#### **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site); drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **KNOWLEDGE AND ABILITIES:**

### **Education and Experience:**

- Master's degree in education or related field
- Three (3) years educational experience in one or more of the STEM areas (science, technology, engineering, and mathematics) instruction and background in integrating the arts
- Two (2) years of public education experience in supervision or administration

### **Knowledge of:**

- Planning, organization, coordination and implementation of the educational services entailing: training activities, instructional resources and support functions of science, technology, engineering, art, and mathematics
- Principles, theories, standards, practices, strategies and procedures involved in school systems succeeding in advancing high student performance
- Practices, procedures and techniques involved in the development and implementation of staff development activities
- Science, technology, engineering, art, and mathematics curriculum standards, interpretation and application in assigned subject area or instruction-related program
- Instructional techniques and strategies related to STEAM
- Local, State and federal standards and requirements governing STEAM
- Policies and objectives of assigned programs and activities
- Oral and written communication skills
- Basic budget preparation and control
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Public speaking techniques

### **Skills and Abilities:**

- Plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of STEAM for local school districts to enhance student learning and achievement
- Provide consultation and technical assistance to school districts concerning STEAM and related content, standards, requirements, principles, practices, techniques and procedures
- Design, develop, implement and conduct training and staff development activities for faculty, staff, academic coaches, and administrators concerning science, technology, engineering, art, and mathematics
- Prepare and deliver oral presentations
- Interpret, apply and explain laws, codes, regulations, policies and procedures
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Effective use of industry standard software for presentations, document creation, and budgeting
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Prepare and maintain various records, reports and files

### **Desirable Qualifications:**

- Doctoral degree in a relevant field
- Bilingual/Biliterate in Spanish
- Bicultural

**Licenses and Certifications:**

- California Administrative Services Credential
- California Driver's License with evidence of insurability