

# MONTEREY COUNTY OFFICE OF EDUCATION

## PROGRAM COORDINATOR II SCIENCE, TECHNOLOGY, ENGINEERING, & MATH (STEM) EDUCATIONAL SERVICES

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** 75  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Assistant Superintendent or Senior Director of Educational Services, the Program Coordinator II of STEM is responsible for providing leadership in curriculum development, implementation, and evaluation of instructional programs for kindergarten through twelfth grade; initiating and sustaining collaborative efforts among educators and members of the local science and research institutions, colleges and universities; assisting administrators and teachers to implement STEM programs designed to prepare students to successfully meet Common Core State Standards, Next Generation Science Standards, and 21<sup>st</sup> Century Skills; providing technical assistance and consultation services to schools; train and evaluate the performance of assigned personnel.

### **SUPERVISOR:**

Assistant Superintendent or Senior Director of Educational Services

### **POSITIONS SUPERVISED:**

None

### **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:

- Provide instructional leadership in curriculum development, implementation, and evaluation of standards-based STEM instructional programs for kindergarten through twelfth grade; develop, evaluate and recommend new or expanded programs and curricula in STEM education
- Utilize student achievement data to collaboratively plan, coordinate, and conduct high quality STEM professional development for teachers and administrators that results in improved classroom instruction Collaborate with community and site leadership to increase and develop access to STEM courses to prepare students for college and career readiness; provide leadership training to districts and school site teams to engage parents and community members in supporting the achievement of STEM instructional goals
- Support schools on STEM related issues and trainings

- Assist in the development of STEM career pathways that assure the integration of academic and career technical education with 21st Century Skills
- Collaborate with Educational Services team to assure that STEM curricula, materials, and instruction address literacy expectations of the CCSS
- Collaborate with school administrators and staff in the development, implementation and evaluation of STEM initiatives and curriculum
- Organize, develop, coordinate and provide trainings for administrators and professional staff related to STEM best practices, NGSS Implementation, and Common Core Integration strategies and their integration into the classroom; build STEM capacity regarding all curriculum, initiatives and projects among staff
- Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State, and Federal laws, codes and regulations and those affecting STEM education
- Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities
- Participate in the development of the annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

**OTHER DUTIES:**

Perform 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 the 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 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.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Bachelor's degree in mathematics, science, engineering or related field and
- Three (3) years increasingly responsible mathematics or science teaching experience
- Three (3) years of experience in related services including coordination and leadership

**Knowledge of:**

- Curriculum design, planning, development, and implementation
- Relevant research, emerging developments and mandates in the field
- Essential elements for effective professional development programs
- Techniques for working effectively with groups in workshops, meetings, committees, councils and advisory boards
- Pedagogical understandings of how children learn and develop
- Available national, state, and local resources for use in math and science instruction including the SCORE website resources for Math and Science and the Monterey Bay region education and research institutions
- Oral and written communication skills
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

### **Skills and Abilities:**

- Provide leadership in curriculum development, implementation, and evaluation of instructional programs
- Initiate and sustain collaborative efforts among educators and members of the local science and research institutions, colleges and universities
- Assist administrators and teachers to implement STEM programs
- Provide technical assistance and consultation services to schools
- Train and evaluate the performance of assigned staff
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Maintain records and files
- Prepare comprehensive narrative and statistical reports

### **Desirable Qualifications:**

- Master's degree in relevant field
- Bilingual/ Biliterate in Spanish
- Possess or be eligible for a valid California Administrative Services Credential
- District office leadership experience

### **Licenses and Certifications:**

- Valid California Teaching credential
- Valid California driver's license