JOB DESCRIPTION
July 2019

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

COORDINATOR,
SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)

General Purpose:
A Coordinator, Science, Technology, Engineering and Math (STEM), is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Coordinator, STEM, is responsible for coordinating, designing, organizing, and providing materials, strategies, and interventions supporting STEM. This includes curriculum development, system-wide professional development and coaching. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists Placer County Office of Education (PCOE) and schools/districts with the design and implementation of a high quality STEM professional development program.
- Assists schools/districts in the design and implementation of a high quality mathematics professional development program that will:
  - Improve student performance in mathematics.
  - Improve teachers' mathematics content knowledge.
  - Connect teachers' mathematics content knowledge to standards-based content for students in the areas of the standards for mathematical practice.
  - Improve teachers' ability to understand, plan and assess student progress toward meeting mathematics standards.
  - Improve teachers' content, management and instructional strategies to better address the needs of all students in a positive environment.
- Supports PCOE and district administrators in STEM curriculum and instructional leadership.
- Develops, plans and organizes professional development and coaching in STEM.
- Assists teachers and administrators with assessing, planning, implementing and evaluating STEM instruction.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators and groups.
- Provides technical assistance for identified schools and districts to support the implementation of core STEM instruction and intervention.
- Assists PCOE and districts, site leadership teams and classroom teachers to implement research-based school improvement practices and instructional strategies.
- Demonstrates working knowledge and use of instructional strategies for working with the diverse needs of students in STEM.
- Assist teachers in professional learning teams to design and analyze formative assessment and modify instruction to meet student academic needs.
- Facilitates Professional Learning Communities and data assessment teams.
- Researches and develops local, state and federal education resources and initiatives related to STEM.
- Uses adult learning theory to design and implement professional development experiences.
- Uses data to analyze effectiveness of instruction and intervention and works with teachers and administrators to plan improvement.
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- Provides direction, assistance and support to improve student achievement by focusing on research-based programs, student assessment results and instructional strategies for at-risk learners.
- Directs, coordinates, implements and evaluates educational programs aligned to the state content.
- Collaborates with the local Education Technology Network and attends California Educational Technology Professionals Association (CETPA) meetings.
- Provides professional development to PCOE and districts that integrate technology initiatives.
- Researches develops and implements methodologies, programs and ideas to better serve at-risk students.
- Assists districts and PCOE programs in the use of system-wide assessment programs and the use of regular formative assessment to guide mathematics instruction.
- Assists educators in Placer County Districts, PCOE, and surrounding counties to promote research-based school improvement practices as a part of implementing Professional Learning Communities (PLC) and Multi Tiered Systems of Support (MTSS).
- Supervises and evaluates assigned staff and ensures individual and program performance goals are met.

Minimum Qualifications:

Employment Eligibility:
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:
- Master's degree in job related area is preferred.

Experience:
- History of successful leadership in mathematics at the site or district level is required.
- Experience in staff development is required.
- Job related experience with increased responsibility is preferred.
- Experience working as a part of a collaborative instructional team is required.

Knowledge, Skills and Abilities:
- Knowledge of principles and practices of instruction, curriculum, professional development and assessment.
- Knowledge of California adopted state standards.
- Working knowledge of Professional Learning Communities and Multi Tiered Systems of Support.
- Knowledge of programs and professional development resources focused on support of standards based instruction.
- Knowledge of research based instructional practices and principals of lesson design.
- Skills in project management, effective oral and written communication, and proposal development.
- Ability to work independently and as part of a team.
- Ability to conceptualize as well as produce and deliver professional development.
- Ability to motivate, challenge and guide others in the improvement of educational programs and County Office services.
- Ability to utilize reflective coaching in instructional strategies.
Required Testing:
- None

Certificates & Licenses:
- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a California Single Subject Credential in Mathematics.
- A California Administrative Services Credential is required.

Clearances:
- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:
- Work is performed in an office or school environment, and includes contact with staff, and representatives of other agencies, and the community. Some travel within Placer County is required.

Physical Requirements:
- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingerling and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt
Employee Group: Management
Salary Grade: Level 9

Reviewed and Approved:
Superintendent: [Signature] Date: 9/4/19
Human Resources: [Signature] Date: 8/19/19