

## JOB DESCRIPTION

April 2025

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **PROGRAM MANAGER, SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM)**

#### **General Purpose:**

A Program Manager, Science, Technology, Engineering and Math (STEM), is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Program Manager, STEM, is responsible for designing, organizing, and providing materials, strategies, and interventions supporting STEM. 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 in the design and implementation of a high quality STEM professional development program.
- Designs, pilots, and evaluates STEM professional development opportunities for educators including, but not limited to, face-to-face workshops, communities of practice, presentations, classroom observations, virtual trainings, coaching, and school site visits that will support efforts to:
  - Improve student performance in mathematics through equitable and inclusive instructional practices.
  - Enhance teachers' mathematics content knowledge and their ability to make learning accessible and relevant for all students.
  - Support teachers in connecting mathematics content knowledge to standards-based instruction and the Standards for Mathematical Practice in ways that honor students' diverse cultural and linguistic backgrounds.
  - Strengthen teachers' ability to understand, plan and assess student progress toward meeting mathematics standards using culturally sustaining pedagogy and asset-based approaches.
  - Expand teachers' capacity to implement inclusive classroom strategies that foster student agency, belonging, and engagement, ensuring all learners thrive in culturally responsive and supportive environments.
  - Expand teachers' content, management and instructional strategies to better address the needs of all students in a positive environment.
- Demonstrates working knowledge and use of Next Generation Science Standards (NGSS), CA mathematics standards and framework to provide and implement 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 all educational partners.
- Assists PCOE and districts, site leadership teams and classroom teachers to implement research-based STEM instructional strategies.
- Demonstrates working knowledge and use of English Language Development (ELD) standards, English Language Arts (ELA)/ELD framework, and instructional strategies for supporting the diverse needs of all learners including English learners, students with disabilities, and socio-economically disadvantaged students.

## **PROGRAM MANAGER, STEM/PAGE 2**

- Uses adult learning theory to design and implement professional development experiences.
- Assists 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.
- Uses data to analyze effectiveness of instruction and intervention and works with teachers and administrators to plan improvement.
- Supports education programs and curriculum adoption aligned to the California Common Core Standards and the corresponding frameworks.
- Provides professional development to PCOE and districts that integrate technology initiatives.
- 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).

### **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:**

- 10 or more years of K-12 teaching/coaching/administrative experience.
- Experience working with adult learners; familiarity with best practices in professional development and/or coaching adults.
- Well-versed in coaching and implementation.
- Experience working as part of a collaborative instructional team is required.
- Job-related experience with increased responsibility is preferred.

#### **Knowledge, Skills and Abilities:**

- Ability to work independently as well as collaboratively as a member of a team.
- Strong pedagogical and coaching abilities.
- Superior communication skills including listening, demonstrating respect for differing opinions, and clarity of expression.
- Organized and self-starting.
- Deep expertise with the pedagogy of Math and Science instruction.
- Knowledge of principles and practices of instruction, curriculum, professional development and assessment.
- Knowledge of California Common Core standards for STEM and standards for Literacy in Science and Technical Subjects.
- Working knowledge of Professional Learning Communities and MTSS.
- Knowledge of programs and professional development resources focused on support of standards-based instruction.
- Knowledge of research-based STEM instructional practices and principles of lesson design.
- Knowledge of California Common Core standards, curricula frameworks and expectations for student proficiency, differentiating instruction, and assessment.

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- Skills in project management, effective oral and written communication, and proposal development.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California clear teaching credential authorizing Math or Science; however, a valid California clear teaching credential(s) authorizing both Math and Science is preferred.
- Must possess or have the ability to obtain an English Learner authorization equivalent to a CLAD.

### **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, fingering 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.

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**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 13

Reviewed and Approved:

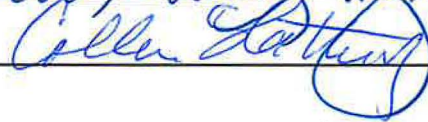
Superintendent:

A handwritten signature in blue ink, appearing to read "Stephen D. [unclear]", written over a horizontal line.

Date:

4/10/25

Human Resources:

A handwritten signature in blue ink, appearing to read "Celia [unclear]", written over a horizontal line.

Date:

4.7.25