

SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, SCIENCE AND ENGINEERING

JOB SUMMARY:

Under the direction of the Science, Technology, Engineering, Art & Mathematics (STEAM) Center Director and the Curriculum and Instructional Services Administrator, plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions for local school districts to enhance student learning and achievement in science and engineering; provide consultation and professional learning activities to administrators, staff and faculty to enhance the educational effectiveness of science instruction as it relates to STEAM.

ESSENTIAL DUTIES:

- Plan, organize, coordinate and implement the educational services, training activities and instructional resources of the Science and Engineering subjects for local school districts;
- Provide in-depth professional learning experiences and implementation support for the Next Generation Science Standards, Common Core State Standards.
- Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning educational services;
- Plan, design and implement training and professional learning activities using various blended and online learning technologies and methodologies;
- Maintain current knowledge of educational methods, practices and standards related to Science-related laws, codes, regulations, policies and procedures; assist school districts with modifying services to assure compliance with standards and requirements.
- Monitor and evaluate the educational effectiveness of Science; develop and implement strategies and training activities to enhance educational effectiveness and student learning in Science across relevant and modern methodologies such as project-based learning, design thinking, making, integrated STEM content and the development of 21st century skills.
- Serve as a liaison and coordinate communications, activities and information between County Office administrators, personnel, school districts, outside organizations, governmental agencies and the public;
- Collaborate with the English Learner Services Coordinator to plan, present and implement the English Language Development Standards in the Science content area.
- Collaborate with the Reading Language Arts Coordinator to plan, present and implement literacy standards in the Science content area.
- Supervise and evaluate the performance of assigned personnel;
- Assist in the development and preparation of annual preliminary budgets; review and evaluate budgetary and financial data;
- Participate in researching, obtaining and maintaining grants and other funding sources; prepare proposals and assist with developing and maintaining contracts as required;
- Compile, review and analyze a variety of technical data and information related to instructional area; prepare and maintain a variety of records and reports;
- Drive a vehicle to conduct work; visit sites and classrooms to monitor educational activities;
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed;
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Best practices in providing in closing the achievement gap and promoting equitable programs and practices for all students.
- Principles, theories, standards, practices, strategies and procedures involved in enhancing student learning and achievement.
- Next Generation Science Standards, Common Core State Standards
- Practices, procedures and techniques involved in the development and implementation of professional learning activities.
- Curriculum standards, interpretation and application in assigned subject or instructional area.

- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students.
- Basic budget preparation and control.
- Local, State and federal standards and requirements governing assigned subject or instructional area.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.
- Operation of a variety of office equipment including computers projectors and assigned software.

ABILITY TO:

- Provide consultation and technical assistance concerning assigned subject or instructional area.
- Design, develop, implement and conduct training and professional learning.
- Facilitate groups in planning, problem-solving and decision-making.
- Collaborate successfully with diverse groups.
- Prepare and deliver oral presentations.
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Prepare and maintain various records, reports and files.
- Operation of a variety of office equipment including computers, projectors and assigned software.

REQUIRED QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Valid Administrative Services Credential or willingness to enroll in an administration credential program
- Single Subject Teaching Credential in Science
- Five or more years of science teaching experience
- A Master's Degree in education or related field
- Valid California Teaching credential

LICENCES & OTHER REQUIREMENTS:

- Valid California Driver's license

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor work environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.