



**COORDINATOR III – STEM
(Science, Technology, Engineering and Mathematics)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of Curriculum, Instruction, and Accountability

ESSENTIAL FUNCTIONS:

1. Act as a resource to school districts and the county office in the area of curriculum, instruction and assessment with an emphasis in mathematics, science, and technology.
2. Coordinate, conduct, and attend professional development workshops and conferences.
3. Provide leadership for all aspects concerning mathematics and science instructional programs and professional development programs.
4. Represent the county office at professional meetings.
5. Work with professional and community committees, organizations, institutions, and other agencies at the local, state and national level to promote improved practices in education.
6. Develop, coordinate and administer county-wide activities which promote student interest and competence in mathematics, science, and technology.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and ability to stay abreast of current trends, innovations, and practices in elementary and secondary education, with an emphasis on mathematics.
2. Ability to work and communicate with people effectively and cooperatively.
3. Possession of a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. A command of knowledge in mathematics and science education and a capacity for its replenishment and expansion.

2. Interest in instruction and curriculum development as evidenced by prior professional experiences. Candidate must be well-versed in Common Core Mathematics Standards and be able to provide leadership in Next Generation Science Standards.
3. Capacity to be a skillful clinical observer and diagnostician in curriculum and instruction practices, specifically in mathematics and science.
4. Possession of a broad repertoire of pedagogical skills.
5. Ability to make decisions based on sound educational philosophy.
6. Ability to establish appropriate working relationships and rapport with individuals and groups.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold appropriate Supervision or Administration credential.
2. Must hold a Master's degree earned at an accredited college or university.
3. Must hold appropriate California teaching credential(s).
4. Authorization to teach English Learners.

B. Experience:

1. Successful experience in classroom teaching, preferably at both elementary and secondary levels.
2. Successful experience in a supervision role at a school site or district/county office preferred.
3. Leadership in providing students, teachers and administrators with the skills and knowledge for effective design, implementation and evaluation of instructional programs, specifically in the areas of mathematics and science.
4. Experience in curriculum development and/or supervision, with specialization in mathematics and/or science education.
5. Experience and study which indicate knowledge of mathematics and/or science principles, theory, and teaching techniques.