



EXECUTIVE DIRECTOR – STEAM AND EXPANDED LEARNING

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Develop and implement a countywide STEAM instructional framework aligned to California standards in mathematics, science, engineering, computer science, and the arts.
2. Align STEAM and expanded learning strategies across districts and educational partners to create integrated, engaging learning experiences TK–12.
3. Provide oversight and supervision of STEAM and Expanded Learning programs.
4. Provide technical assistance and coaching to district leaders on mathematics, science, and STEAM instructional practices and expanded learning program design.
5. Oversee the development of equitable, culturally responsive curriculum, instruction, and assessment in mathematics, science, and STEAM fields.
6. Collaborate with district leaders, educators, and community partners to implement best practices in mathematics, science, and STEAM education.
7. Promote professional learning to build capacity of educators, administrators, and expanded learning staff in mathematics, science, and STEAM.
8. Supervise and evaluate certificated and classified staff to support effective program implementation and continuous improvement.
9. Prepare and manage budgets, reports, contracts, and service agreements.
10. Monitor contracts, professional learning offerings, and other services to ensure fiscal accountability, compliance, and alignment with department goals.
11. Develop policies and foster cross-sector partnerships with higher education, workforce, and community organizations to expand STEAM learning and career pathways.
12. Use data to evaluate program impact and inform continuous improvement in mathematics, science, and STEAM instruction and expanded learning.
13. Engage families and community stakeholders to ensure STEAM and expanded learning programs reflect community needs and priorities.
14. Lead grant development and resource acquisition to support mathematics, science, and STEAM initiatives in compliance with local, state, and federal requirements.

15. Represent the county office at professional meetings.
16. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations and practices in education.
2. Ability to provide leadership in committees, workshops and various types of group meetings.
3. Ability to coach and support staff for maximum productivity and effectiveness.
4. Ability to effectively communicate appropriate information to peers, staff members and the public through multiple mediums.
5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. 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. Knowledge of principles, practices and methods of developing and delivering services, programs and functions of the Department of STEAM and Expanded Learning.
2. Knowledge of best practices in technology integration for professional learning as well as classroom instruction.
3. Knowledge of the Common Core State Standards, the Visual and Performing Arts Standards, and the Quality Standards for Expanded Learning preferred.
4. Knowledge of the California professional learning standards and adult learning theory.
5. Knowledge of federal and state accountability systems.
6. Ability to analyze and evaluate instructional programs, including the effective use of student performance data.
7. Possession of a broad repertoire of pedagogical skills.
8. Ability to analyze data and situations, make recommendations and solve problems effectively and efficiently.
9. Ability to structure, organize, direct the department's diverse activities and to evaluate department staff.

10. 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. Administrative Services Credential required.
2. Master's or doctorate degree required.

B. Experience:

1. Successful experience as a classroom teacher.
2. Successful administrative experience.
3. Successful experience in developing, implementing and evaluating instructional programs.
4. Successful experience providing professional learning.

CP:rn

6/17/2025

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