

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

COORDINATOR I: SCIENCE, TECHNOLOGY, ENGINEERING, & MATH (STEM)

DEFINITION

Under the direction of Assistant Superintendent, Curriculum and Instruction, Education and Support Services, supports the educational programs of the District by planning, implementing, supervising, coordinating and evaluating mathematics, science, engineering, technology, and content literacy instruction; understands and supports implementation of California State Standards and frameworks for all grade levels.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Coordinate with principals and teaching staff to effect horizontal and vertical continuity and articulation of mathematics, science, engineering and content literacy instruction throughout the district Understand and support implementation of CA Common Core State Standards, Next Generation Science Standards and frameworks for all grade levels.
2. Coordinate a comprehensive approach to STEM teaching and learning across all grade levels.
3. Coordinate with Education Technology department to integrate technology into science and mathematics curriculum.
4. Assist in the development, implementation, and evaluation of curriculum and the instructional program.
5. Remain current with developments and trends in curriculum and instruction and provide leadership in determining program direction and improvement to curriculum and instruction.
6. Know and understand current research, pedagogies and their implications for program development.
7. Identify staff to provide leadership in new initiatives.
8. Serve as liaison and participate with curriculum leaders at the local, county, state, and/or national level.
9. Interpret district programs to the Board of Education, administration, staff, and general public.
10. Assist in the collection and interpretation of student data.
11. Assist in the use of data to inform the instructional program.
12. Coordinate Elementary Science materials and resources.
13. Coordinate K12 mathematics and science instruction.
14. Coordinate K12 instruction that promotes engineering as integrated in science and mathematics.
15. Coordinate K12 mathematics and science Instructional Materials Adoption.
16. Coordinate Math district wide progress monitoring and assessments.
17. Coordinate Math student placement and communication to sites, teachers, and parents/guardians.
18. Coordinate site level leads for math and science professional learning and supports.
19. Coordinate secondary department chair math and science professional learning and supports.

20. Lead trainings with staff.
21. Coordinate mathematics and science professional learning.

QUALIFICATIONS

Knowledge of: Comprehensive knowledge and experience with effective presentation strategies; knowledge of state and federal laws, regulations, and compliance requirements governing special education programs in California; and state funding allocation methods.

Ability to: Communicate and collaborate effectively with diverse groups and audiences; promote flexibility and resiliency through thinking critically and effectively; model the core values of integrity, trust collaboration, empowerment and learning; communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly; ability to collaborate with other agencies regarding planning and implementing effective special education programs, including staff and parent training, within established budget constraints; analyze complex situations and prepare response alternative for consideration by decision making groups; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Five years of successful teaching experience.

Credential: Valid California Teaching Credential: Valid California Administrative Services Credential.