

STOCKTON UNIFIED SCHOOL DISTRICT

STEM COORDINATOR, K-12

DEFINITION

The Science Technology Engineering and Math (STEM) Coordinator will implement the philosophy and objectives of the District's K-12 STEM Program. The STEM program supports and encourages students in grades K through 12 to succeed in Science, Technology Engineering, and Math (STEM) coursework.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Educational Services in charge of Career Technical Education and STEM programs. May exercise supervision over clerical staff as assigned.

REPRESENTATIVE DUTIES-(Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

Implement the philosophy and objectives of STEM K-12 by working with administrators, counselors, and site teams at K-8, high schools, and universities and colleges to support STEM on-site and as a District program. (E)

Plan, organize and conduct District STEM related trainings, visitations and meetings. (E)

Oversee successful alignment of all District STEM programs; works to implement STEM in all the District's K-12 schools. (E)

Visit each site and provide technical support to:

- Assist in the planning, development, implementation, monitoring, and assessment of all STEM-related instructional programs, activities and events.
- Ensure that all STEM activities provide authentic, problem-based curriculum experiences that address and support district and school-wide goals and priorities.
- Collaborate with instructional team, including department chairs, to ensure a consistent, rigorous and equitable educational experience across the school in math, science, and technology education.
- Coordinate the development and enhancement of STEM curricula for instructional programs, as needed.
- Provide instructional support to teachers using best practices and research-based instructional methods.
- Work with sites and Business Services to prepare necessary reports on expenditures of state funds, federal funds, and local operating funds in accordance with local, state, and federal financial requirements, as needed.
- Coordinate equipment, supplies and materials orders for STEM programs.
- Coordinate and facilitates open houses, orientations, and other STEM activities for parents and students of interest.
- Coordinate with each principal to promote administrative support for and institutionalization of the STEM system.
- Work with the District Director to assess where each site is in the STEM implementation process. Respond to District inquiries regarding STEM by providing information sessions. (E)

Work with college and university staff to coordinate student outreach, STEM industry or pathway alignment and support for STEM students enrolling in post-secondary institutions. *(E)*

Coordinate communication regarding contracts for grants, services, technical assistance for District or regional planning. *(E)*

Maintain open communication and collaboration with all STEM stakeholders regarding STEM events, opportunities, and activities; participate in STEM conferences, and network via phone/FAX/e-mail. *(E)*

Maintain regular and prompt attendance in the workplace. *(E)*

Other duties as assigned

QUALIFICATIONS

Knowledge of:

- STEM and Career Technical Education program and pathway alignment, K-12
- Education and the role of STEM in a school district.
- Principles and practices of implementing programs.

Ability to:

- Communicate effectively with administrators, teachers, community members, and parents, both orally and in writing.
- Gather and analyze data, and prepare clear, concise reports.
- Identify site STEM needs and develop plan for program implementation and maintenance.
- Demonstrate use of strong organizational and leadership skills.
- Work with little or no supervision.

Education and Experience:

Must have a valid California teaching credential and an administrative credential or the ability to obtain one within eighteen (18) months; and, at least three (3) years of certificated teaching experience within STEM or Career Technical Education programs/pathways.

License, Certificates and Other Requirements:

Must possess a valid California Driver's License and evidence of insurance; and a First Aid Certificate is required within six (6) months from date of hire. Possession of valid CPR Certificate is desirable.

WORKING CONDITIONS

ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with Stockton Unified School District stakeholders.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer and operate standard office equipment for extended periods of time.
- See and read a computer screen and printed matter with or without visual aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

- Sit and/or stand for extended periods of time.
- Bend at the waist; reach overhead, above the shoulders and horizontally, grasp, push/ pull up to 25 lbs. for short distances.
- Lift and/or carry up to 25 lbs. at waist height for short distances.

Salary Placement

Management Team Salary Schedule

Tier 6, Range 01

12-month work year

Board Approval: 10-23-18

Management re-alignment effective 03/01/21