



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: COORDINATOR – STEM and NGSS
Next Generation Science Standards

WORK YEAR: 215 Work Days

REPORTS TO: Director of Instructional Services (7-12)

PRIMARY FUNCTION:

Under the direction of the Director of Instructional Services 7-12, the STEM and NGSS Coordinator serves as a liaison between the District, business partners, higher education institutions, parents, community members and school sites. Works to develop and establish the district wide STEM plan, including developing STEM pathways. Coordinates the development and implementation of NGSS curriculum; plan and coordinate related staff development; provide direct support to schools; manage and participate in other activities related to improving the academic success of students.

REPRESENTATIVE DUTIES:

- Support creation, development, strategies and implementation of district-wide STEM plan by coordination of current efforts underway and expanding efforts to make STEM instruction and delivery equitable across all schools
- Facilitate student transition into the college environment: work with all secondary schools and post-secondary institutions to secure college career readiness in STEM subjects for unduplicated students and all students
- Collaborate with administration, teachers and staff in the development of STEM themed learning experiences that inspire teachers and students
- Identify and develop STEM cross-curricular thematic project-based learning pathways.
- Develop and support district wide Next Generation Science Standards implementation plan.
- Develop or establish protocols to manage and maintain quality partnerships, including, but not limited to: facilitation of regular meetings, planning sessions, and partnerships with businesses, colleges and high school

- Ensure career pathways have developed clear student learning outcomes that outline the skills, knowledge, and dispositions students will demonstrate, an “A-G” and technical curriculum, projects, project-based learning, and support services to allow students to graduate prepared for college and career
- Develop strong relationships and serve as the District’s liaison to work in collaboration with community, colleges and business partnerships to develop programs and services that support students
- Work with District and school administrators, teachers, community-based organizations, parents, and students to identify barriers to learning, determine available resources and gaps, and provide programming that responds to the needs of all students
- Evaluate and revise student support systems, and build capacity of staff to follow systems that benefit students and families the most
- Initiate additional resource development, including fundraising and grant writing
- Coordinate programs and/or special events as assigned
- Prepare and deliver oral presentations and reports to principals, parent groups, and the Board
- Assist with the preparation of required reports, both written and oral
- Represent the District and Instructional Services at County and State levels, as assigned
- Contribute to improved student achievement and increased college and career readiness by implementing research and standards-based planning, instruction, assessment, technology and intervention.
- Monitor budgets related to assigned areas of responsibility. Ensure that programs and events comply with legal, district, federal state, and local regulations and guidelines.
- Perform other related duties as assigned

Knowledge of:

- Planning, organization and direction of student activities and programs
- Organization, function and activities of the school
- Principles and practices of student government and related procedures
- Current practices in the organization and facilitation of student development, activities and student representation in schools
- Budget preparation and control
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- District procedures and regulations

- Current instructional standards, curriculum and instructional delivery, standardized assessments, district assessments and accountability requirements
- District initiatives and goals

Ability to:

- Coordinate assigned activities with other departments and outside agencies
- Provide responsible and complex administrative support to the Principal
- Advise and instruct students
- Train and evaluate the performance of assigned staff
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Work in a diverse socio-economic and multicultural community.
- Operate a computer and job-related equipment
- Interpret, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Maintain consistent, punctual and regular attendance
- Hear and speak to exchange information
- See to read a variety of materials

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

- Valid California Single Subject Teaching Credential in Science with English Learners Certification
- Valid California Administrative Services Credential
- Master's Degree
- A minimum of five (5) years of successful experience as a classroom teacher
- Demonstrated success in student outcomes
- Teaching, instructional coaching, or administrative experience working with a diverse socio-economic and multiethnic school population
- Evidence of successful impact on instructional program for the assigned curricular area
- Ability to build collegial relationships for the purpose of increasing student college and career readiness
- Must possess a valid driver's license