

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 615
EXEMPT

CONTENT COORDINATOR – SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM)

BASIC FUNCTION:

Under the direction of the Director, Science, Technology, Engineering and Mathematics (STEM), plan, organize, coordinate, and implement the operations and activities of the STEM program, function, or instructional area to enhance educational effectiveness and efficiency of the Fresno County Superintendent of Schools (FCSS); supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist with evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with school district contract and grant coordination and preparation as assigned.
- Collaboratively design, pilot, and evaluate innovative professional learning opportunities and resources for educators and/or a range of regional partners including, but limited to, in-person workshops, keynote presentations, classroom observations and demonstrations, virtual trainings, and school site visits.
- Communicate with and participate in local, regional, and state committees and organizations for the purpose of serving services contracts and representing the organization.
- Communicate with county office administrators, personnel, coaches, school districts, outside organizations and the public to coordinate activities, programs, and events; exchange information and resolve issues or concerns.
- Coordinate communications, information, and resources to ensure smooth and efficient activities of the STEM program including, but not limited to, collaboration with administrators, personnel, coaches, school districts, outside agencies and others in the development and implementation of related STEM programs, functions, goals, objectives, guidelines and activities; coordinate and conduct a variety of special projects.
- Develop and assist school district staff to plan, develop, implement, and conduct training sessions and other staff development activities, specifically in the areas of STEM, effective teaching practices; prepare and deliver oral presentations; prepare, develop, and distribute related training and support materials; assist in planning and coordinating meetings, committees, and large-scale special events such as science fairs and Science Olympiad, as assigned.
- Plan, coordinate and oversee operations and resources to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines and requirements related to the STEM program, function, and instructional area.
- Plan, develop, implement, and conduct training sessions, staff development activities and a variety of special projects, including but not limited to, support materials, oral presentations, meeting and/or committee organization; receive and respond to staff and public input concerning related needs.
- Plan, organize, coordinate, and implement the operations and activities of an assigned program, function, or instructional area to enhance educational effectiveness and efficiency of the County Office; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to

programs, functions, instructional areas, projects, compliance, staff development and assigned duties.

- Provide technical information and assistance to the assigned supervisor regarding needs, issues and progress related to the STEM program, function, and instructional area.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to STEM; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials, such as handbooks, legal documents, manuals, posters, programs, and flyers; update website as needed.
- Serve as the point of contact to promote programs, functions, activities, goals and objectives; coordinate and arrange for advertisements and other publicity, as assigned.
- Visit county office and school district sites to monitor activities and assist personnel; respond to inquiries and provide detailed and technical information concerning related functions, curriculum, activities, standards, requirements, time lines, laws, codes, rules, regulations, policies and procedures.
- Interview, select, supervise, and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel in coordination with STEM Director; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with assigned supervisor, directors, and administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators and teachers in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic budget preparation and control.
- Curriculum interpretation and application in assigned program or instructional area.
- Local, state and federal standards and requirements concerning assigned program, function or instructional area.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Maintain records and prepare reports.
- Meet schedules and timelines.
- Plan and organize work.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:

- Four years increasingly responsible experience working in field related to assigned program, function or instructional area.
- School administration or supervision working in the field related to assigned program preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Service Credential.
- Valid California Administrative Services Credential preferred.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 9/1/2022