

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I – INTEGRATED MIDDLE SCHOOL SCIENCE PARTNERSHIP

BASIC FUNCTION:

Under the direction of the Chief Academic Officer, plans, organizes, directs and develops a scalable professional development model for middle school science teachers, and effective partnerships between universities and K-12 educational institutions, resulting in improved K-12 science education; supervises and evaluates the performance of assigned personnel; improves curriculum in both middle school science and at the post-secondary institutions; develops cross-institutional collaboration; assumes financial responsibility for budgets and reporting requirements; presents at state and national conferences as required; and assumes final authority for all programmatic decisions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Directs project activities at both Santa Clara County Office of Education (COE) and CSU East Bay; oversees all IMSS programs/activities including research, initiation and supervision of IMSS staff; leads development of district STEM (Science Technology Engineering Math) Leadership Institutes; and assists with hiring, training, and supervision of contractors, consultants and IMSS partners.

Supports CSU East Bay science and education faculty in curriculum improvement and development activities and coordination with FLAGS program for in-service teachers; works with district leaders to implement district plans for improving K12 science education; prepares quarterly and annual reports for NSF and takes part in state and national meetings relating to STEM education.

Manages production of videos and web elements of IMSS project; coordinates evaluation and assessment components with external evaluator; serves as director of the East Bay Science Project; provides support for administrative management of project as assigned, including tracking and managing budgets.

Represents the COE at regional science events and collaborates and coordinates work with the COE science coordinator and other STEM coordinators; assists in development of COE STEM Center and STEM collaborations with other staff at COE and regionally.

Selects, assigns work, and evaluates program management and support staff; determines staff development and training needs; prepares routine, narrative and grant-specific reports and summaries; maintains catalog of statewide technical assistance providers.

Develops, oversees and monitors the program budget and expenditures; develops and coordinates grant proposals; assures specialized funding mandates and reporting requirements are met.

Attends meetings and conducts program presentations to school districts and external agencies as necessary.

Conducts analyses of program and administrative problems and determines effective course of action; forecasts trends and establishes direction for the Office and participates in planning for external agencies.

Operates a computer and standard office equipment; drives a vehicle to various sites to conduct work.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer software including MS Office
Diversity issues in the STEM disciplines
California State University and middle school science
State and national science standards

ABILITY TO:

Work both independently and within a team, and to take on leadership roles.
Multi-task and prioritize, including working with many partners, consultants and staff.
Communicate, at the highest level, both orally and in writing.
Be motivational and enthusiastic in their approach to work.
Resolve ambiguous situations.
Operate a computer at an advanced level.
Work effectively with a broad cross-section of individuals.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in science and two years of experience in educational leadership positions in K12 education with a commitment for advancing the STEM fields and science education.

Preferred qualifications:

Masters degree in science education field with experience in curriculum development, project management, science education, as well as project and budget management; masters and/or doctoral degree in education or educational leadership.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Credential
Valid California Elementary or Secondary Teaching Credential
Valid California driver's license

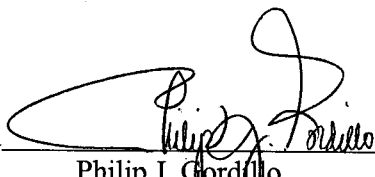
WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hand and fingers to operate a computer keyboard
Seeing to read a variety of materials

Approved  _____ 2/22/2012
Philip J. Gordillo Date
Executive Director of Human Resources