College & Career Readiness and STEM (Science, Technology, Engineering, Mathematics) ADMINISTRATOR

Objectives
 Coordinate the development, delivery, implementation and monitoring of STEM curriculum, initiatives, events and projects district-wide.
 Collaborate with district, county, and state level networks and agencies in supporting College and Career Readiness for students in 4J.
 Seek and secure funding (i.e. grants) to expand STEM and College/Career Readiness programs district-wide.
 Facilitate a short and long-term plan for the District to integrate the following STEM principles into the instructional program: Technology infusion; rigorous, project-based and applied learning experiences; school-to-career connections for students; and 21st Century skills.

Position Summary
Provides leadership in the development of a K-12 interdisciplinary approach to STEM Education along with coordination and support of College & Career Readiness programming. Works collaboratively with administrators to provide expanded learning opportunities for students to develop 21st Century skill sets to support their success in college and career in general, and also with particular focus on occupations that require a significant level of STEM knowledge and skills.

Supervisory Relationship
Reports to the Directors of Elementary and Secondary Education.

Essential Functions
• Collaborates with Instruction Department directors, administrators, and staff to establish College and Career Readiness outcome measures of success, K-12.
• Collaborates with Educational Policy Improvement Center (EPIC) staff and others as appropriate to guide implementation of College and Career Readiness programs and practices in schools, K-12.
• Serves as a liaison to higher education partners.
• Represents the District or the Instruction Department on selected committees and/or at selected meetings (e.g. Connected Lane County)
• Actively seeks and manages multiple funding resources and grants to support College and Career Readiness and STEM programming.
• Develops dual enrollment opportunities with a STEM focus for students.
• Provides consistent emphasis on and support for post-secondary and career exploration and preparation through both formal and informal student events and activities.
• Provides and expands support for Career Readiness partners, including program advisory councils, local businesses, post-secondary partners, apprenticeship councils, community based organizations, city and county municipalities, students, teachers and parents.
• Works with the Oregon Education Investment Board (OEIB) and others in the development of STEM and other Career Readiness and preparation plans in accordance with city, state and federal employment trends.
• Establishes and maintains cooperative relationships with parents and the community to support District goals and program objectives.
• Coordination, development, implementation of STEM curriculum and programs K-12.
• Develops, evaluates and recommends new or expanded programs and curricula in STEM education for K-12.
• Leads an inclusive adoption process for Science textbooks and materials.
• Assists in the development of STEM curriculum aligned with career pathways that ensure integration of academic and career technical education with 21st century skills.
• Works directly with school administrators and staff in the development, implementation, and evaluation of STEM initiatives and curriculum.
• Analyzes current best practices in STEM education.
• Shares/presents information and best practices and implementation plans for district staff.
• Plans/coordinates partnership activities for STEM programs.
• Coordinates and helps organize any special STEM events/activities.
• Maintains current knowledge of district, state and federal laws, regulations and policies affecting STEM education.
• Develops and carries out plans, programs and activities to support the implementation of the STEM curricula and instructional programs.
• Uses student data derived from various assessments to recommend enrichment experiences in STEM education.
• Collaborates with universities, as well as state, national, and local organizations, to promote STEM education in schools.
• Serves as a liaison among the administration, school sites, and regional STEM networks, stakeholders, parents, and students to support meaningful STEM education.
• Locates and accesses expertise within, and extrinsic to, the math and science professional learning community.
• Facilitates student participation in national and local math and science organizations and competitions.
• Ensures proper adherence to District policy and procedures, and ensures proper adherence to applicable contract language that is in effect for the District.
• Provides opportunities for parent and community forums to demonstrate the relevance of STEM education.
Required Knowledge, Skills and Abilities

- Working knowledge of ODE Student Success Framework.
- Working knowledge of college and career readiness and preparation.
- Knowledge and understanding of counseling programs.
- Ability to align budgetary, human and material resources with program goals and reporting requirements.
- Skill in using tact, discretion, initiative and independent judgment within established guidelines.
- Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Skill in communicating clearly and effectively, orally and in writing.
- Ability to work collaboratively with a broad and diverse population of students, families, peers and colleagues.
- Demonstrated success in leading the integration of instructional technology in the regular classroom and in other settings.
- Knowledge of the current theories, techniques and methodologies of STEM.
- Knowledge in the development of K-12 STEM curriculum design.
- Ability to analyze data from multiple sources to design, implement, monitor and evaluate successful STEM initiatives and curriculum.
- Experience in working with county and state level agencies to support district initiatives.
- Ability to function as a member of a team and to work as a team member, harmoniously and cooperatively with professional staff and the school community.
- Ability to work effectively, cooperatively and respectfully with staff, parents, students and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability.
- Ability to recognize sensitive issues and maintain confidentiality.
- Ability to meet deadlines in a timely manner
- Ability to establish and maintain rapport with staff, business associates, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to work harmoniously with all types of people.

Minimum Qualifications

**Education**

- Masters degree in Education or related field from an accredited college or university. State of Oregon TSPC Administrative license required.

**Experience**

- Minimum of four (4) years of related experience teaching STEM topics.
- Minimum of three (3) years building level administrative experience, including work with counseling and career staff, with preference for experience across elementary and secondary levels.
• Evidence of successful grant writing and funding within the STEM disciplines.
• Strong technology experience and skills.

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| **Approved by**        | Dr. Celia Feres-Johnson – Director of Human Resources
                           Laurie Moses – Director, Secondary Education |
| **Last revised**       | November 2013;      |