



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator II, Fab Lab STEM Programs Educational Services</b>	<b>#6290</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 12</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Director I, Fab Lab, the Division Director of STEM, and the Assistant Superintendent of Educational Services this position is responsible for coordinating the development, delivery, implementation, and monitoring of educational technology professional development, initiatives, events, and projects. The STEM Fab Lab coordinator will collaborate with stakeholders to organize and promote Fab Lab field trips at the SJCOE and at local school sites and districts.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree with a teaching or education related work background. Working knowledge and/or experience with technology, student-activities, and curriculum development. Recent experience in program supervision, development, or management; organization of activities and/or special events. Possess a valid first aid and CPR Certification.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a valid California Teaching Credential. Possess a valid California Administrative Services Credential and/or Master's Degree in an educational, technology, or related field. Bilingual in English/Spanish. Five years of experience in program management for technology or a related field. Administrative or supervisory experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- technology (such as robotics, laser cutting, video production, microcontrollers, and other maker space technology, trouble shooting, and both industry (SWIFT, Python, SQL, etc.) and education (MakeCode, Scratch, etc.) programing languages
- current theories, techniques, and methodologies of STEM
- development of K-12 STEM curriculum design
- processes to address diversity and associated issues related to student performance and instructional methodology
- program evaluation and data collection
- computer network applicable to the position
- computer-related storage devices
- STEM appropriate instructional technology and integration
- content-area and expertise in primary and secondary curriculum and pedagogy
- educational copyright laws
- computer security expectations

Ability to:

- make decisions and solve problems effectively and efficiently
- lead adults and students in engaging, hands-on technology, building, and computer science experiences
- speak and make presentations before large groups of people
- analyze data from multiple sources to design, implement, monitor, and evaluate successful STEM initiatives and curriculum
- function as a member of a team
- work effectively, cooperatively, and respectfully with staff, parents, students, and community members
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets
- effectively use technology to manage daily schedule
- operate a computer

Possess:

- excellent interpersonal skills
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties
- word processing skills
- spreadsheet skills
- electronic presentation skills
- web development skills
- E-mail management skills

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Organize, develop, coordinate, and provide professional learning opportunities for PreK-12 educators.
14. Coordinate, train, participate, recruit for, support, and/or conduct a variety of events.
15. Assist in the development of STEM curriculum aligned with the NGSS and career pathways that ensure integration of academic and career technical education with 21<sup>st</sup> century skills.

16. Work directly with school administrators and staff in the development, implementation, and evaluation of STEM, NGSS, and Computer Science initiatives and curriculum.
17. Adhere to high ethical standards and demonstrate professionalism when acting as a representative of STEM Programs, Educational Services, and the San Joaquin County Office of Education.
18. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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