



## Job Description

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<b>POSITION TITLE:</b>	<b>Director I, Fab Lab STEM Programs Educational Services</b>	<b>#6289</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule Range 1</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent for Educational Services and the Division Director of STEM Programs, this position will support the development, implementation, continuance, and upgrading of new and existing STEM educational technology professional development and student opportunities at the San Joaquin County Office of Education Fab Lab site and off site at school and community sites throughout San Joaquin County. The Director will be a statewide representative of the San Joaquin County Office of Education leading computer science grant work and will also provide guidance to implement computer science opportunities throughout the region by collaborating with stakeholders.

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

Possess a Bachelor's Degree, a valid California Teacher Credential and possess or be eligible for an Administrative Services Credential. Previous experience in program evaluation and data collection. Experience with the fundamentals of engineering. Experience with providing professional development related to technology and associated tools. Knowledge of NGSS, Computer Science standards

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

Five years of experience working with educational agencies, school districts, colleges, and the community. Master's degree in a related field. Experience managing multiple large and complex budgets.

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

Knowledge of:

- assigned software
- computer programming, robotics, laser cutting, Google Apps, video production, Mac, PC, Chrome, and other computer platforms
- microcontrollers, and other related Maker tools

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures

Possess:

- 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

## **DISTINGUISHING CHARACTERISTICS**

The Director series represents advanced management positions and has three 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. Participate, coordinate, or conduct a variety of meetings related to Technology and Engineering Design including Maker tools and assist in any of the other areas of the office of STEM as needed or assigned.
14. Develop and implement trainings, workshops, and/or conferences in order to share information and develop skills in both teachers and students in the aforementioned areas.
15. Develop and implement safety trainings and equipment certifications that will enable others to operate safely in the SJCOE FabLab.
16. Develop new curricula and realia to facilitate engineering and computer science engaging to diverse populations.
17. Oversee day to day function of SJCOE FabLab including professional learning, field trips, and student events.
18. Responsible for the research, planning and implementation of the new technology into the classroom that will enhance the learning opportunity of students.
20. 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.