

**SAN MATEO COUNTY OFFICE OF EDUCATION**

- Using various research & evidence-based strategies; plan, organize, coordinate and implement educational services, training activities and instructional resources of the Science and Math subjects for local school districts;
- Provide in-depth professional learning experiences and implementation support for the Next Generation Science Standards, Common Core State Standards in Mathematics and the Computer Sciences standards with alignment to the Common Core State Standards;
- Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning educational services;
- Provide guidance for science & math curriculum adoptions, instructional materials, and assessments through an equity lens to ensure representation and mitigate bias;
- Collaborate with educators to develop inclusive classroom environments and equitable teaching practices in science, and math;
- Serve as a liaison and coordinate communications, activities and information between County Office administrators, personnel, school districts, outside organizations, governmental agencies and the public;
- Collaborate with the Curriculum & Instruction Services team to plan, present and implement the various content standards and frameworks set forth by the California Department of Education;
- Drive a vehicle to conduct work; visit sites and classrooms to monitor and support educational activities;
- Attend and participate in a variety of meetings, task forces, seminars, services and conferences as directed
- Perform related duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Knowledge of culturally responsive teaching practices, educational equity, anti-racist pedagogy, and mitigating bias in education;
- Best practices in closing the achievement gap and promoting equitable programs and practices for all students
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## COORDINATOR, SCIENCE, MATH AND TECHNOLOGY

- Next Generation Science Standards and/or Mathematics and the Common Core State Standards, and effective research-based instructional strategies
- Practices, procedures and techniques involved in the development and implementation of professional learning activities
- Knowledge of Multi-Tiered System of Support (MTSS) and Universal Design for Learning (UDL)
- Experience working with students of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds
- Basic budget preparation and management
- Local, State and federal standards and requirements governing assigned subject or instructional area
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy;
- Public speaking techniques.

### SKILLS AND ABILITY TO:

- Provide consultation and technical assistance in science education, math, and educational technology;
- Design, develop, implement, and conduct training and professional learning
- Facilitate diverse adult learning groups with regard to planning, presenting and decisionmaking;
- Collaborate successfully with cross department teams and members of the community
- Prepare and deliver oral presentations
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies
- Design professional development to build educators' capacity to create equitable and inclusive science learning environments
- Note commitment to foregrounding historically marginalized narratives and contributions in science education
- Include responsibilities to analyze student data to identify and address opportunity and achievement gaps between student groups in assigned subject areas
- Supervise and evaluate the performance of assigned personnel
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Work independently with little direction
- Prepare and maintain various records, reports, and files
- Operation of a variety of office equipment including computers, projectors and assigned software

### DESIRED QUALIFICATIONS:

- 3 years as a Site Administrator and/or District Level Leadership with increasing responsibility
- Knowledge of Computer Science State Standards

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Administrative Services Credential
- Valid California Teaching credential
- Single Subject Teaching Credential in Science and/or Mathematics
- Five or more years of science and/or math teaching experience;
- A Master's Degree in education or related field
- Experience applying principles of educational equity and culturally responsive teaching in science education
- California Driver's License.

**WORKING CONDITIONS:** *The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ENVIRONMENT:**

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat.

- Office environment: constant interruptions
- Driving a vehicle to conduct work;
- Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings, workshops

**PHYSICAL DEMANDS:**

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens
- Remain in a stationary position for extended periods of time