

Coordinator IV, Science, Technology, Engineering, and Mathematics (STEM)

Position Details

Job Code: U7403

Reference Code: A454

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing leadership, coordination, and specialized support for elementary/secondary teachers and administrators responsible for science, technology, engineering, and mathematics (STEM) field integrated instruction. As an instructional leader in the areas of curriculum development, evaluation and implementation processes, professional learning, and program development for administrators and educators, responsibilities include leveraging Tier I instructional materials to integrate STEM field disciplines, STEM education program evaluation, as well as developing, facilitating, and evaluating professional learning for educators along with administrators regarding best practices, effective instructional strategies, and the use of relevant educational research related to STEM education to guide STEM learning. The individual selected for this position will be directly responsible to the Director II, Science, Health, Physical Education, and Driver Education, Curriculum and Instruction Division (CID), Academic Unit (AU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establishes and maintains administrative relationships with elementary schools, middle schools, high schools, charter schools, colleges/universities, other state/federal agencies, and informal education entities related to the implementation of STEM curriculum and instructional programs.
2. Provides input to the Director for the evaluation of instructional delivery tools by user groups and facilitates the standardization of selected tools for the Clark County School District.
3. Gathers, evaluates, uses, and disseminates research-based practices in STEM curriculum, instruction, and assessment.
4. Collaborates with site-based along with central office administrators and staff, within and outside of the division, to provide curriculum, instruction, and assessment guidance and support toward District initiatives, related to STEM field education and integration.
5. Facilitates professional learning opportunities for educators and administrators based on current STEM educational research.
6. Evaluates, using a multitude of data sources including participant surveys, STEM field education professional learning opportunities for educators and administrators.
7. Organizes, facilitates, as well as manages the selection and supervision of teacher task forces for STEM education-focused curriculum development, revision processes, instructional materials selection, pacing guides, integrations, and for various other curriculum-related projects.
8. Coordinates the development and implementation of effective STEM field education-based instructional programs in alignment with District goals and initiatives.
9. Coordinates collaborative partnership with the Governor's Office of Science, Innovation & Technology.
10. Provides instructional leadership and support in the development, integration, implementation, and oversight for STEM field education programs, such as the Governor's STEM School designation.
11. Articulates effective STEM field education curriculum, programs, and research, based on evidence-based criteria, to teachers, administrators, parents/guardians, and community members.
12. Works collaboratively with STEM field and STEM education focused departments and community partners to design, develop, facilitate, and evaluate grant-funded opportunities.

13. Facilitates grant activities and special projects related to the position and manages their respective budgets, as assigned.
14. Serves as a liaison, as appropriate, to community groups and public agencies as well as represents the District in matters related to STEM field education at the local, state, and national levels.
15. Manages multiple projects and responsibilities simultaneously as well as prioritizes District goals and initiatives.
16. Interprets District policy and procedures related to STEM field instruction for educators, site-based administrators, central office administrators, parents/guardians, and other interested groups.
17. Understands and complies with state legislative mandates related to the assignment.
18. Coordinates and directs the work of assigned staff; supervises and evaluates assigned staff.
19. Manages and develops various appropriate budgets, and reports to the Director regarding awarded projects.
20. With the Director, coordinates, plans, and implements STEM field-related projects funded with the Air Quality Penalty Fund, collected by the Clark County Division of Air Quality and approved by the Clark County Board of County Commissioners.
21. With the Director, works to prepare STEM field education related items to the Clark County School District Board of Trustees.
22. Provides professional learning opportunities and support for administrators, educators, and other school staff to align STEM instructional materials and instruction to the Nevada Academic Content Standards (NVACS) for science and engineering, mathematics, and technology, and the Nevada Educator Performance Framework (NEPF).
23. Provides professional learning opportunities to meet the needs of teachers within the Professional Growth System (PGS) and administrators within as well as outside of the contracted work hours on a regular basis, including weekends and evenings.
24. Conducts site observations of educators and collaborates with the site administration to develop a plan for continuous improvement as well as provides personalized professional learning.
25. Participates in site visits to schools to review instructional programs and provide feedback to site administration based on national and state-level STEM education rubrics.

26. Provides technical and logistical support as well as expertise to administrators, educators, and other stakeholders regarding STEM field educational planning, school models, curriculum, programs, and professional learning.
 27. Attends to written and verbal correspondences regarding curriculum and instruction.
 28. Develops resources for parents/guardians and students, as needed, aligned to the NVACS for STEM fields.
 29. Participates in performance management program evaluation and data analysis related to STEM content area programs and projects.
 30. Collects, analyzes, and reviews data in order to revise, improve, and plan for future opportunities for professional learning for STEM field teachers.
 31. Collaborates with curriculum administrators to ensure program alignment.
 32. Attends, as requested, as well as monitors Trustees, State Board of Education, and sessions of the Nevada Legislature meetings for issues related to STEM field education.
 33. Performs other duties related to the position, as assigned.
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Position Expectations

1. Extensive knowledge of *A Framework for K-12 Science Education*, the NVACS for Science, for Mathematics, and for Computer Science and Integrated Technology.
2. Knowledge of and ability to conduct effective professional learning related to STEM field education curriculum, instruction, and assessment.
3. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of the District.
4. Knowledge of historical models of STEM field education, federal funding models, and general results of these models.
5. Knowledge of Project-Based Learning, Phenomena-Driven Learning, Problem-Based Learning, and Task-Based Learning models of instructional design for STEM field education along with their impacts on student access, opportunities to engage in grade-level STEM field learning, and motivation.
6. Knowledge of STEM Teaching Tools and Short Courses and strategies for leveraging these tools to support equitable STEM education for all students.
7. Knowledge of District budgetary processes.
8. Knowledge of adopted Tier I instructional materials for science and mathematics.
9. Knowledge of best practices along with current research related to curriculum and learning for all students, including strategies for meeting the needs of

students learning STEM in their non-dominant language and students with Special Education needs.

10. Knowledge of District or school level instructional planning and curricular design and related STEM integration models.
 11. Knowledge of federal, state, and local policies and procedures, including but not limited to the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
 12. Knowledge of District policies and regulations.
 13. Current knowledge of state and local student assessment systems.
 14. Knowledge of legalities associated with personnel management and supervision.
 15. Knowledge of national, state, and District accountability initiatives related to student achievement.
 16. Knowledge of processes related to supervision as well as evaluation of support professional and licensed employees.
 17. Knowledge of negotiated collective bargaining agreements for all employee groups.
 18. Knowledge of District organizational structure and related personnel.
 19. Knowledge of project planning, management, and evaluation theory and practices.
 20. Ability to work effectively with school and administrative personnel, parents/guardians, peers, and others.
 21. Ability to write, analyze, and edit curriculum documents along with resources.
 22. Ability to maintain high levels of self-confidence, initiative, self-direction, and motivation.
 23. Ability to maintain high-level skills in planning, organizing, and coordinating job-related tasks.
 24. Ability to use verbal and written communication skills effectively.
 25. Ability to work cooperatively with other departments within the District, other agencies at the university, state, and national level, and community partners.
 26. Ability to develop guidance documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 27. Ability to work under pressure and meet deadlines.
 28. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
 29. Ability to recognize and report hazards and to apply safe work methods.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Hold or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Educational emphasis and experience in STEM field instruction or related field.
3. Demonstrated experience in curriculum design and professional learning.
4. Demonstrated experience in designing, facilitating, and evaluating professional learning.
5. Demonstrated experience in instructional planning at the school or district-level.
6. Demonstrated experience in project leadership.
7. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Present or previous successful experience in a science, mathematics, technology, and/or STEM teacher leadership position.
2. Training and experience with innovative STEM programs.
3. Coursework in advanced science, mathematics, and/or technology.
4. Experience in program management and budget management.
5. High-level skills in planning, organizing, and coordinating job-related tasks.
6. Experience in overseeing grants.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 09/20/23