



# RIALTO UNIFIED SCHOOL DISTRICT

## Academic Agent: Math/Science and College and Career Pathways Management Job Description

(This position is similar to the position of Executive Director)

### DEFINITION

Under the guidance of the Lead Academic Agent: Math/Science and College and Career Pathways or designee, the Academic Agent of Math/Science and College and Career Pathways assists in the development, coordination, articulation and evaluation of curriculum, professional development, and assessment in grades pre-K through 12. The Academic Agent will be active in the schools and highly visible to the staff and public.

### ESSENTIAL DUTIES

- Coordinate processes of curriculum review, development, and implementation
- Familiar with common core math and NGSS standards
- Manage core and supplemental curriculum articulation pre K-12
- Coordinate pre K-12 committees as necessary
- Coordinate the ongoing review and revision of district grade level standards, expected student learning results, and graduation requirements
- Coordinate the development of course descriptions, college preparation catalogs, and the college course approval process
- Coordinate and monitor selection, ordering, and adoption of instructional materials
- Assist in the development of district policies and/or services related to school operations and instructional materials
- Coordinate the development of pre-K-12 pacing guides, curriculum embedded and benchmark assessments
- Research practices that enhance District programs and support instructional improvement
- Assist in the planning and organization of the District summer school program
- Coordinate the District science fair and STEAM bowls with other appropriate administration
- Coordinate the participation of District-eligible students in the County and State Science Fair
- Coordinate and monitor blended learning/credit recovery programs
- Prepare and assist principals in preparing informational reports on instructional programs for dissemination to the staff and public
- Coordinate the design and implementation of district level professional development programs for teaching, administrative, and classified instructional staff with the Professional Development Center
- Supervise and provide assistance to district teachers-on-special assignment
- Provide leadership for pre-K-12 school instructional teams in the areas of math, science, and college and career pathways
- Works with the County Superintendent of Schools, local and private organizations, and other agencies to extend curriculum offering and to support District educational programs
- Attends Board of Education meetings
- Perform other duties as assigned

### QUALIFICATIONS

**Knowledge of:** Research based, effective instructional strategies for students and adult learners in the 21<sup>st</sup> century classroom; Administrative training and staff development principles and techniques; curriculum alignment, authentic assessment, learning theory and effective instructional practices.

**Ability to:** Communicate and interact effectively with students, teachers, parents, colleagues, and community leaders; Establish and maintain effective professional working relations with staff, District personnel and other agencies; make presentations to various audiences and facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school site events.

### EXPERIENCE AND EDUCATION

**Experience:** Five (5) years successful teaching experience and five (5) years administrative experience with a minimum of three (3) years experience as a principal, multilingual setting preferred; Possession of a valid California teaching credential in Secondary Mathematics desirable; Successful teaching experience in the appropriate grade level; Meet NCLB "Highly Qualified" teacher criteria.

**Education:** Master's degree from an accredited university; valid California Teaching Credential; valid California Administrative Credential K-12; EL authorization or equivalent.

## **PHYSICAL DEMANDS**

### **Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

### **Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

### **Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
Frequently/Medium - 3 to 6 hours  
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

### **Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

### **Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

### **Must be able to deal with these environmental considerations:**

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness: Constantly  
Attention to detail: Constantly  
The use of two hands: Constantly  
Recall of names and dates: Constantly  
Ability to work in temperatures down to 30 degrees and up to 105 degrees.

**Ability to deal with psychological factors:**

Team work: Constantly  
Frustration: Moderate - depends on the time of year  
Repetitive tasks: Yes, signature  
Level of responsibility: High  
Must keep up with schedule: High  
Able to work extended hours as needed: High  
Dealing with upset employees,parents, community members: Moderate

**Physiologic factors:**

Must maintain a high level of consciousness: Yes  
Orientation to time, place or person: Yes  
Ability to read at 12<sup>th</sup> grade level: Yes  
Ability to comprehend and follow directions: Yes  
Able to keep up a high activity level during the shift: Yes