



RIALTO UNIFIED SCHOOL DISTRICT

Coordinator: STEM and Related College/Career Pathways and Adult Education Management Job Description

DEFINITION

Under the direction of the Lead Academic Agent Math/Science and College/Career Pathways, the Coordinator of STEM and Related College/Career Pathways and Adult Education, is responsible for the coordination, design, implementation and assessment of programs, professional development and instructional resources related to STEM college/career pathways. The Coordinator also helps to coordinate the adult education program, provides professional development and assists adults who are interested in STEM careers.

ESSENTIAL DUTIES

- Coordinates the Career Technical Education programs in the area of STEM and the Adult Education Program.
- Develops program budgets and grant applications in order to maintain current programs and to develop new programs both for Career Technical Education (STEM) and Adult Education.
- Monitors all expenditures under Career Technical Education and Adult Education for compliance with each program's guidelines.
- Develops and coordinates partnerships with labor, business and community organizations in order to facilitate Career Technical Programs and Work Experience in STEM and Adult Education.
- Participates as a member of Tech Prep Consortiums, and Advisory Committees.
- Coordinates Carl Perkins funding to support and improve Career Technical Education programs; gather information from high school sites to develop the Perkins plan and application for funding; monitor all expenditures of funds; submit yearly reports required by the state.
- Ensures that a quality Adult Education program is maintained and that CASAS testing occurs and is monitored on a regular basis.
- Maintains current information on state and federal laws to facilitate the Work Experience Program and oversee the issuance of student Work Permits.
- Coordinates articulation of Career Technical Education classes and Adult education programs with local community colleges.
- Supervises, coordinates and evaluates the staff involved in the Career Technical Education and Adult Education programs.
- Works collaboratively with the secondary school sites and adult education to facilitate programs.
- Completes state required reports in a timely fashion.
- Performs other duties as assigned by the Superintendent and/or Designee.

QUALIFICATIONS

Knowledge of: Career Technical Education Programs for secondary students; Laws, regulations and compliance issues related to Work Experience; and a variety of instructional strategies.

Ability to: Plan, coordinate, and facilitate collaborative relationships, activities and services involving diverse groups of people in accordance with applicable program regulations and requirements; Effectively use time and resources to accomplish project objectives; Effectively use oral and written communication among and to program individuals and institutions; and demonstrate experience in successful teaching methods.

EXPERIENCE AND EDUCATION

Experience: Three (3) years of successful teaching experience, strong experiences in the STEM field, strong professional development experiences. Have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

Education: Master's degree from an accredited university; degree in a (Science, Technology, Engineering, or Math) field; valid California Teaching Credential; valid California K-12 Administrative Credential; 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. Possession of a valid California driver's license and a private vehicle.

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	Push/Pull:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	*Driving:	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 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes