

ORANGE UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SPECIALIST SECONDARY SCIENCE

BASIC FUNCTION

Assist the Educational Services Team in supporting the academic needs of secondary students in the area of science education. Under the direction of the Director of K-12 Curriculum and Instruction, the Secondary Science Instructional Specialist will collaborate and partner with the Educational Services Team and school personnel to support science education. The Secondary Science Instructional Specialist will work directly with classroom teachers and principals to support teachers in the transition to the Next Generation Science Standards (NGSS) and provide professional development that aligns to the literacy in the technical subject of science education.

DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in the field of science including at least one of the natural sciences: astronomy, biology, chemistry physics or earth. Direct experience in providing professional development in curriculum, instruction and technology that impact classroom learning is required. This position classification performs light work involving sitting a portion of the time. The position requires accurate perceiving of sound, near and far vision, depth perception, the ability to provide oral information and direction, and the handling and transporting of learning materials and objects related to the domains in science, technology, and curriculum is necessary.

ESSENTIAL DUTIES

- Works collaboratively with Educational Services and the schools to assist in the development and implementation of science curriculum and the implementation of the NGSS.
- Assists the Office of Curriculum and Instruction to support schools in the use of technology to drive instruction based on science related content.
- Coordinates both short and long term planning of professional development to create a 21st century innovation science program at the secondary level.
- Supports and implements systemic science initiatives and encourages the integration of STEM and related activities.
- Understands academic language domain-specific vocabulary in science, technology and various content areas as described in the NGSS.
- Provides assistance to teachers in the areas of teaching strategies and student engagement strategies.
- Collects, displays and analyzes district, school, and individual data.
- Creates systems that increase the participation of underrepresented students in science to include at-risk learners, English learners, students with disabilities, and foster youth.
- Supports and facilitates the integration of science and STEM related performance tasks to align with 21st century teaching and learning.
- Serves as the instructional programs liaison between the school site and district office
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Research and evidence-based practices in science and STEM.
- Awareness of Common Core State Standards and the New Generation Science Standards.
- Knowledge of teacher professional preparation and development in science instruction.

- California's education policies, particularly academic content standards and curriculum frameworks addressed in the Common Core State Standards and the NGSS.
- Appropriate methods of training, program planning, group facilitation and instructional strategies.
- Understanding and use of adult learning theory to inform the practice of learning and engagement in the professional growth and development of educators.
- Human relations and conflict resolution strategies and team building principles and techniques.

Ability to:

- Understand, implement, monitor and support sites in the implementation of science education.
- Work and communicate effectively as a team member with teachers, administrators, and district personnel.
- Effectively plan, schedule, coordinate and conduct workshops, trainings, and meetings related to science education for secondary parents, teachers and students.
- Identify program needs and alternatives to support student achievement in science education.
- Assist teacher in the planning and implementation of activities and procedures.
- Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively.
- Excellent organization, time management and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work as a team.
- Strong community-building skills; experience in mentoring or coaching teachers
- Demonstrate effective writing and communication skills.

EXPERIENCE AND EDUCATION

- Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Seven (7) years of successful teaching experience in one or more of the natural sciences.

Education:

Bachelor's degree at least one of the natural sciences. Depth of training in implementing research and evidence-based practices as a teacher.

Certification Requirement

Valid California Teaching Credential

Appearance and grooming and personality which established a desirable example for pupils and peers.

Ability to meet District standards for physical and mental health.

License Requirement

Possession of a valid California Motor Vehicle Operator's License is required.

Condition of Employment

Insurability by the District's liability insurance carrier.

ORANGE UNIFIED SCHOOL DISTRICT

Certificated Employment Requisition Change Authorization and Personnel Action

(All Information Must Be Typed and Approvals Obtained Prior to Submission to Personnel)

Employee Name (if known) _____ Social Security # _____
Last First MI

Address _____ Effective Date of Change 4/28/14

Board Date _____

CHECK ONE: NEW HIRE EMPLOYMENT CHANGE EXTRA EARNINGS

FROM:	TO:
First/Last Day Service _____	2014-2015 School Year _____
Position Title/Track .. _____	Instructional Specialist _____
Program .. _____	Secondary Science _____
Type of Assignment ..	Reg <input type="checkbox"/> Temp <input type="checkbox"/> Sub <input type="checkbox"/>
Reg _____ Temp _____ Sub _____	Reg <input checked="" type="checkbox"/> Temp _____ Sub _____
Full time _____ Part time(%) _____	Full time <input checked="" type="checkbox"/> Part time(%) _____
Range _____ Step _____ Column _____	Range _____ Step _____ Column _____
Range/Step/Column ..	_____
Annual/Hourly Rate ..	_____
Budget Number(s) ...	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

REASON FOR POSITION:

Replacement for: New Position _____
 Who terminated (Date): _____
 Leave of absence from: _____ to _____
 Promotion/Transfer or Other (Explain): _____

 New Position
 Extra Earnings from: _____ to _____
 # Days _____ #Hours _____ Pay Rate: _____
 Rationale IS: Secondary Science
 (Job Description attached) _____

 Contact Person Kerrie Torres x4467

FOR PERSONNEL OFFICE ONLY

Sex _____ Ethnic Code _____
 Birthdate _____

TYPE OF ACTION:
 New Hire
 Reemployment (within 39 months)
 Reinstatement (Return from Leave)
 Contract Status: _____
 Credential: _____

CHANGE IN SERVICE

Budget _____	Promotion _____
Column Change _____	Transfer _____
Other _____	Work Day/Year _____

SEPARATION

Resignation _____	Layoff _____
Retirement _____	LOA: Check One
Deceased _____	() Child Care () FMC () Medical () Personal

Last Day Worked: _____
 Remarks: _____

APPROVALS

Kerrie Torres 4/25/14
 Principal/Program Manager/Department Head _____ Date _____
 Division Administrator _____ Date _____
 Budget Review _____ Date _____
 Human Resources _____ Date _____