

## ORANGE UNIFIED SCHOOL DISTRICT

### **COORDINATOR, CTE/ROP/K-12 STEM**

#### **DEFINITION**

The District Coordinator, CTE/ROP/Adult/K-12 STEM , under the supervision of the Administrative Director of K-12 Curriculum & Instruction, will lead in the planning, development, implementation and monitoring of programs, regulations, and procedures pertaining to the District Career and Technical Education (CTE), ROP, Adult, and K-12 STEM curriculum, initiatives, events and projects as aligned with the Common Core State Standards, the CTE Model Curriculum Standards and the Next Generation Science Standards. The coordinator will collaborate with district administrators, counselors and teachers to provide expanded learning opportunities for students to develop 21<sup>st</sup> Century skills which focus on careers that require a significant level of STEM knowledge.

#### **DISTNGUISHING CHARACTERISTICS**

This position classification requires expertise in career and technical education, coordination of programs of study and career pathways that are reflective of current trends in high occupational demand, grant writing and state compliance requirements. The position also requires knowledge of the current trends in STEM curricula and instructional programs as well as leadership skills in promoting interdisciplinary STEM related activities and project-based learning at K-12 schools. The position meets frequently with school administrators, business personnel, compliance staff, ancillary staff and community business members to gather and communicate information, data, and alternative problem solutions.

#### **ESSENTIAL DUTIES**

- Assists in maintaining and ensuring a consistent, rigorous and equitable educational experience for all K-12 schools in STEM and secondary schools in CTE/ROP.
- Plans, organizes, coordinates, monitors and evaluates the District CTE/ROP, Adult, K-12 STEM education programs.
- Integrates and expands CTE and STEM awareness with district educators through various media and activities.
- Facilitates a short and long-term plan for the District to integrate STEM principles into the instructional program such as technology infusion, rigorous, project-based and applied learning experiences,

internationalized school-to-career connections for students, and 21<sup>st</sup> Century skills.

- Coordinates the development, enhancement and expansion of CTE/ROP career pathways and STEM curricula integration through collaboration with teachers and administration and support to site teams.
- Plans, organizes and coordinates professional development related to CTE/ROP, Adult Education and STEM education.
- Maintains CTE/ROP and Perkins programs including contracts and ERCAs for ROP teachers, and funding sources and budgets.
- Collaborates with math, science, technology and CTE/ROP curriculum committees.
- Assist with recommendations for instructional material, media and equipment for the classroom including research-based innovations, hardware, software, and current industry-standards-based equipment.
- Serves as a liaison among administration, school sites, county and regional CTE/ROP and STEM networks, stakeholders, parents and students.
- Facilitates student participation in various local, regional and national competitions for STEM as well as conferences for the Career Technical Student Organizations (CTSOs).
- Works collaboratively with administrators and teachers to plan, coordinate and organize special events/activities for CTE/ROP/Adult Education/STEM.
- Coordinates and articulates CTE/ROP/Adult Education/STEM services and programs with all district divisions.
- Reviews, researches and prepares proposals and grant applications, and pilot career and technical education and STEM programs and projects.
- Monitors the funded projects to ensure compliance with county, State, Federal or private sector guidelines and requirements.
- Plans, organizes and conducts State and Federal Program Monitoring at District and school level reviews for CTE/Perkins.
- Organizes and serves as a member of the District CTE Advisory Committee and county consortia groups (CTE) as well as STEM networks.
- Confers with and assists District personnel in the resolution of problems, issues and concerns pertaining to CTE/ROP/Adult Education/STEM programs and services.
- Prepares a variety of management and program evaluation reports.
- Ensures direct alignment with District Strategic Plan, proper adherence to District policy and procedures, and applicable contract language.

## **QUALIFICATIONS**

### Required knowledge, skills and abilities:

- Demonstrated commitment to students and learning; experience in working with adult learners;
- Knowledge of effective instructional practices, California CTE standards and CTE educational issues;
- Knowledge of California Common Core Standards relative to mathematics, science, technology and engineering, including trends, current theories, techniques and methodologies of STEM, and current trends related to K-12 STEM curriculum design;
- Ability to analyze data from multiple sources to design, implement, monitor and evaluate successful CTE/ROP programs, adult education programs and STEM initiatives and integrated curriculum programs and activities;
- Ability to plan, organize, administer, manage and monitor legal mandates, policies, regulations, and operational procedures pertaining to the State and Federal requirements for CTE and the Perkins grant;
- 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, meet deadlines; ability to work as a team;
- Strong community-building skills; experience in supporting teachers and administration;
- Computer and internet search skills;
- Highly adaptable, able to be effective and maintain composure in fast pace environment

## **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:

Education:

- Bachelor's Degree required; Master's Degree or related field in Education required.

Experience:

- Four years successful professional experience, in a secondary instructional setting.