

## Sweetwater Union High School District

### STEAM COORDINATOR

#### Purpose Statement

The job of STEAM Coordinator is done for the purpose(s) of overseeing and supporting the CTE Pathways in the following industry sectors – Engineering and Architecture, Health Science and Medical Technology, Information and Communication Technologies, Arts, and Energy, Environment and Utilities; collaborate with district curriculum department, schools, teachers, and administrators to help ensure the necessary skills in Science, Technology, Engineering and Math pathways as well as exposure to STEAM curriculum experiences.

#### Essential Functions

- Works with the Director of College and Career Readiness to oversee enrollment, deliver, communication and monitoring the STEAM programs, schools and students.
- Supports the STEAM schools and teachers in the development of common language pedagogy.
- Develops, organizes and promotes STEAM activities through authentic, problem based curriculum experiences.
- Coordinates outside partnerships to provide real-world experiences; serves as a liaison between district and partnerships.
- Coordinates the development and selection of materials appropriate to the program; makes recommendations to schools concerning the use of relevant and current instructional materials.
- Organizes all components of the robotics programs including robotic events.
- Assists with site personnel in the organization of robotics competitions.
- Assists in the hiring and recruitment of CTE teachers specifically with STEAM experience.
- Establishes and oversees advisory committee in the appropriate industry sectors.
- Works with business, industry, agencies and other partners in the development and implementation of career development experience including job shadowing and internship programs.
- Maintains working relationships with business and industry partners to ensure that STEAM pathways are teaching the appropriate knowledge and skills consistent with employment needs
- Identifies, writes and monitors Federal and State grants for STEAM specific grants.
- Attends meetings, conferences, workshops, etc. for the purpose of understanding program changes and updating and implementing district procedures.
- Assists with data collection and analysis of the STEAM programs.
- Shares best practices in the STEAM education with colleagues and management.
- Coordinates development of articulation agreements with local colleges and universities.
- Demonstrates sound decision-making and problem solving skills for field-based situations (staff management, student issues, event alterations, etc.)

## STEAM Coordinator– Continued

- Works with curriculum department in supporting and coordinating site and district level events such as science fair, math field day and science festival.
- Collaborates with curriculum department and site teachers in the development of interdisciplinary programs based curriculum.
- Collaborates with site after school programs in developing STEAM related clubs and activities.
- Collaborates with curriculum department on development of relevant STEAM focused performance tasks.
- Assists in the preparation and administration of the STEAM budgets.
- Prepares materials in a variety of (written and electronic) formats (e.g. reports, memos, letters, requests, forms, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Files and maintains documents in a wide variety of (written and electronic) formats (e.g. program reports, etc.) for the purpose of ensuring program effectiveness.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks to support sites with STEAM pathways with a potential need to upgrade skills in order to meet changing best practices in STEAM education. Specific skills required to satisfactorily perform the functions of the job include: applying, utilizing and interpreting assessment instruments; operating standard office equipment; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to oversee assigned budget; perform basic math, including calculations using fractions, percent, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: STEAM pathways and ability to provide sites with the most up to date 21<sup>st</sup> century skills in STEAM education.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment; develop, strengthen and implement STEAM pathways; establish and maintain productive working relationships with staff, business associates and the general community; and work with teachers to employ appropriate teaching and learning strategies and methods to meet the diverse needs of students. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working within an open and team environment using collaborative approaches.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; assure compliance with State Department of CTE requirements; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services.

## STEAM Coordinator– Continued

### Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

### Education/Experience

Master's degree from an accredited college or university with major course work in job related area, bachelor's degree in science, technology, engineering or mathematics. Three years of successful teaching/instructional experience in math, science, engineering or technology at the secondary level and two years of school administrative experience preferred.

### Required Testing

None Specified

### Certificates & Licenses

California Teaching Credential  
California Administrative Services Credential

### Continuing Educ./Training

None Specified

### Clearances

Criminal Justice Fingerprint/Background  
Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." *SUHSD Board Policy 0410*

*Management Salary Schedule  
Adopted by BOT 9.28.15*

*Salary Range 5*