

Sacramento County Office of Education Job Description

Classification Title: Curriculum Specialist, Science

DEFINITION

Under direction plans, develops, organizes, coordinates, and delivers professional learning and instructional support services to schools and districts in elementary integrated science and secondary science as authorized; provides curricular and subject matter support to local science-based organizations; provides guidance and support in the integration of science, technology, engineering, and mathematics (STEM) practices, methodologies, and concepts; provides related technical assistance to educators. Performs other related duties.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical staff as assigned

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Provides assistance and support to school districts and other agencies in the development of individualized elementary and secondary science professional learning plans; collaborates with district and school administrators and educators to assess professional learning needs and identify appropriate learning opportunities; develops, organizes, facilitates, and provides science professional learning and instructional coaching for K-12 teachers; provides technical assistance to districts and schools; promotes various activities necessary for the implementation of the Next Generation Science Standards, State curriculum frameworks, and the interdisciplinary and applied approach to STEM learning strategies and competencies; develops professional learning and provides consultation and technical assistance for expanded learning practitioners and programs; facilitates outdoor science lessons and exploration activities for groups of elementary students attending the Riverbend Outdoor Education Program; coordinates and directs the work of other docents; develops and provides curricular materials, activities, and technical support to teachers whose classes visit the program; serves as a liaison and provides curricular support and resource development, including video and pre and post content for local non-profit organizations, including the American River Parkway Foundation, Lower American River Project and the Museum of Science and Curiosity; collaborates with SCOE educational programs on Science curriculum adoption and implementation; serves on appropriate committees and work groups; consults on curriculum development, material selection, and alignment with state frameworks; assists school districts with student performance assessment and testing; acts as an advocate for appropriate curricular changes and modifications; develops proposals and delivers presentations for workshops and conferences statewide; policymakers; prepares necessary reports; monitors timelines and evaluation activities; and performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Single Subject Teaching Credential that authorizes Biology, Chemistry, Geoscience, or Physics and instruction to English Language Learners; administrative credential desirable; successful experience teaching science at the elementary or secondary level; experience developing curriculum, delivering professional development and providing technical assistance related to science instruction; experience instructing English language learners and providing administrative services desirable.

Knowledge of

Next Generation Science Standards (NGSS), California Science Framework effective instructional and assessment methods, principles, and strategies related to science education and the integration of STEM practices; effective professional development programs and principles of professional development and educator coaching; grant management, budgets, and reporting; monitoring and evaluation methods; standard software applications, including videoconferencing platforms.

Skill and Ability to

Plan, coordinate, and manage professional development activities including large scale trainings and events; effectively transmit knowledge and skills to others; facilitate communities of practice; develop measurable goals and objectives and evaluate progress toward achievement; set priorities and make decisions on a variety of complex matters; work collaboratively with a variety of people at various locations; organize work to meet strict deadlines; collect and analyze data; maintain accurate and accessible records; monitor budget expenditures; communicate effectively in both oral and written forms with diverse groups; establish and maintain cooperative working relationships with clients and staff.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation with mileage reimbursed and willingness to travel within the state as required.

5/2021