

Job Title: Computer Science Coordinator
Department: Career and Technical Education (CTE)
Reports To: CTE Director
FLSA Status: Exempt
Salary Schedule: AA lane 01



SUMMARY

The Computer Science Coordinator provides oversight in CS education and its accessibility. The Coordinator oversees implementation and execution of CS course pathways, CS teacher development and endorsement support, curriculum and standards, and outreach efforts. The CS Coordinator provides leadership, coordination, and collaboration in promoting and implementing the district's CS K-12 strategic plan while ensuring the equity of CS education in all schools. Facilitation and management of the implementation of the Utah Computer Science Master Plan into WCSD secondary schools including accountability and oversight is an important part of the job. Increasing awareness of the importance of computer science across WCSD will build an improved and necessary pipeline to higher education CS majors and ultimately improve CS workforce opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Develops and maintains pathways for professional development for CS teachers.

Provides a professional development pipeline for all teachers to have access to learn the concepts of computer science, to include pedagogy, and standards to meet updated licensure requirements.

Addresses the shortage of secondary teachers proficient in CS, work to alleviate obstacles teachers might face in the endorsement process, and provide on-going support for teachers in WCSD working on CS endorsements (i.e. mentoring, tutoring), and monitors CS endorsements progress.

Facilitates modeling and co-teaching of a variety of proven instructional CS pedagogy methods, use of materials, and assessments in classroom settings to increase teacher efficacy.

Develops and supports Computer Science standards and integrated computer science resources, lesson plans, and computer science courses at each appropriate grade band for implementation and delivery across WCSD schools.

- Provides direction in integrating CS curriculum into other subjects and create central hub (LMS course) accessible to educators for teaching resources.
- Evaluates curriculum and resources that will produce desired classroom outcomes and achieve vertical integration through grade levels and from middle school, high school, and higher education

- Partners with CTE Academic Support Coordinator to encourage teachers' implementation of CS-related lessons into their unique teaching disciplines, focusing on increased academic rigor and performance.

Establishes trust, rapport, and credibility with district and school administrators and teachers in all disciplines.

Works with other support personnel as necessary to eliminate barriers for under-served populations, ensuring CS education and opportunities are attainable for all students.

Collaborates with K-12 CTE USBE Specialists in the development and revisions of CS standards and pathways

Coordinates and facilitates as needed for current and future CS grants.

Partners with industry to implement best practices through community outreach

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Demonstrated leadership skills and ability to engage with and facilitate groups, collaborate with others, and build trust and consensus with a variety of groups. Demonstrated success in working with adult learners.

Demonstrated skills in organization, problem solving, and communication with a variety of audiences in a variety of situations. Ability to use standard district technology effectively and a willingness to learn new technology to meet the purpose of the job.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Minimum of 5 years of successful computer science teaching experience. Evidence of industry certification in computer science related competencies

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active Professional Utah Teaching License with an applicable Computer Science Endorsement.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: CTE Director			Date: 01/27/2020
Approved By: Assistant Director, Human Resources			Date: 01/30/2020
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	