

Job Title: Secondary Science & Social Science Coordinator I
Department: Professional Learning & Development
Reports To: Executive Director, Learning & Development
FLSA Status: Exempt
Salary Schedule: AA lane 01



SUMMARY

The Secondary Science & Social Science Coordinator oversees and coordinates the science and social science education programs in the 6th through 12th grades in Washington County School District. Science and social science education programs include: identifying/obtaining science and social science curriculum, working with teachers to meet individual classroom needs, working with selected publishers to obtain materials, coordinating science and social science training by grade levels, providing training for on-site coaches/department/grade level/teacher leaders, helping teachers implement best teaching practices, cognitive engagement, and 21st century skills to maximize student learning, coordinates training and coaching in 6-12 science and social science classrooms.

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.

Coordinates implementation of the Utah Core Standards in science and the social sciences.

Develops and coordinates science/social science training for secondary schools.

Coordinates review of science/social science curriculum for district.

Maintains the science/social science page for the district website.

Coordinates development of science/social science common formative assessments (CFAs).

Assures the safety of school science labs and the proper storage and disposal of chemicals.

Develops and facilitates (as needed) endorsement classes.

Attends state and regional curriculum meetings and disseminates information.

Serves on state and regional science/social science committees as needed.

Models effective instruction.

Facilitates district training.

Supports Professional Learning Department by attending meetings and being a contributing part of a professional learning community. Serves on Professional Learning committees.

Seeks out, and writes grants for, additional science funding to support teachers.

Advocates for effective instruction in science/social studies.

Assists teachers in obtaining effective science/social science resources.

Coordinates state core alignment with current resources for teacher use.

Supervises development of science/social science pacing and curriculum guides for grade levels.

Examines the core testing results and find additional strategies to target weak areas of instruction.

Address and problem solves specific concerns of groups of teachers.

Meets individually with teachers, when requested.

Provides teachers with suggested readings and information about recent theory, research, and practices in science/social science.

Interacts with school administrators, teachers, and the public with tact, courtesy and discretion.

Corresponds with teachers on a regular basis regarding training, materials, etc.

Helps teachers with science strategies for low achieving learners.

Establishes and maintains a variety of records.

Prepares letters, memoranda, reports, bulletins, handouts and other materials.

Prepares and maintains an accurate budget.

Performs a variety of clerical duties and operates a variety of technical equipment as needed.

Assists and trains in the development of school site-based Professional Learning Communities (PLCs).

Assists and provides leadership for district-level master planning, design, implementation, evaluation, and integration of science/social science.

Participates in monthly district-level principals' meetings, and other meetings as assigned.

SUPERVISORY RESPONSIBILITIES

This job has indirect supervisory responsibility over the school learning coaches, mentors, and others as assigned by Learning & Development Executive Director.

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.*

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

Master’s Degree from a four-year college or university and 5 years of experience as a science teacher, experience as a successful presenter, and familiarity with science curriculum and software.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an active Level 2 Utah Teaching License with applicable Science endorsement. Preference will be given for an additional endorsement in the area of Social Sciences.

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: Executive Director, Learning & Development			Date: 05/10/2018
Approved By: Assistant Director, Human Resources			Date: 05/10/2018
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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:	