

Job Title: Secretary - Elementary Science Program
Department: Elementary Education
Reports To: Gifted & Talented Coordinator
FLSA Status: Non Exempt
Salary Schedule: SC lane 07



SUMMARY

Under the direction of the District Science Specialist, the science support person is responsible for supporting the development and delivery of professional learning opportunities and learning resources.

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.*

Supports teachers in three dimensional science education by:

- Providing information regarding professional learning experiences specific to science for teachers.
- Communicating with teachers regarding science resources and opportunities.
- Promoting lessons and assessments that support student learning of science.
- Supporting the development of core aligned science pacing and curriculum guides for grade levels.

Supports the implementation of the Utah Core Standards in science.

Coordinates the management and distribution of science resources.

Supports the review of science curriculum/resources for the district.

Helps maintain the science page for the district website.

Attends state and regional curriculum meetings and disseminates information.

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

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

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

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

Establishes and maintains a variety of records.

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

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

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.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

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

Associate's Degree or equivalent; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

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.*

The noise level in the work environment is usually moderate.

Prepared By: Gifted & Talented Coordinator			Date: 02/22/2022
Approved By: Assistant Director, Human Resources			Date: 02/23/2022
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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:	