

Santa Rosa County District Schools
Job Description

Coordinator of Math & Science

Reports To: Asst. Supt./Curriculum & Instruction
FLSA Status: Exempt
Department: Curriculum & Instruction
Prepared by: Human Resources
Date: September 24, 2020
Job Code: 13023

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Provide coordination and delivery of training and support services in the assigned areas of mathematics and science
- ~~Coordinate project services to focus on accomplishing project goals and objectives in concert with district goals and priorities~~
- Coordinate the planning, implementation, articulation, and evaluation of assigned curriculum programs or services
- ~~Assist in writing grant proposals and manage grants as needed~~ Actively seek opportunities to bring funding, resources, and recognition to district curriculum projects
- Demonstrate knowledge and understanding of assigned curriculums, programs or services area
- Assist in the evaluation and selection of materials, equipment or other products to provide mathematics or science services to the District, schools, teachers, and/or parents
- Assist school personnel in implementing mathematics/science programs and initiatives
- Serve as a liaison to the Florida Department of Education as assigned
- Direct and coordinate project planning to involve District and school personnel, community representatives, and others when appropriate
- Serve as a program services consultant to staff members and to District, school or family/community members
- Maintain a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services
- ~~Respond to inquiries or concerns in a timely manner~~
- ~~Keep the Assistant Superintendent for Curriculum and Instruction informed about potential problems or unusual events~~

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- Facilitate the development, implementation, and evaluation of staff development activities in content, service or project area mathematics and science
- Keep well-informed about current trends and best practices in ~~content, service or project areas~~ mathematics and science
- Keep abreast of federal and state laws, rules, and policies relevant to assigned area
- ~~Maintain expertise in assigned area to fulfill project goals and objectives~~
- ~~Set high standards and expectations for self and others~~
- Conduct needs assessments, provide awareness activities, and deliver or coordinate professional development training to assist the District with curriculum revision or program implementation initiatives to improve student performance in the areas of mathematics and science
- Attend training sessions, state & national curricular conferences, and workshops to keep abreast of current practices, programs, and legal issues
- Model principles of learning and effective teaching in instructional theory
- ~~Conduct a personal assessment periodically to determine professional development needs with reference to specific assignments~~
- ~~Assist in maintaining appropriate coordinator among the various programs related to instructional services~~
- Prepare and submit required reports and maintain appropriate records
- Assist in developing and implementing the department budget
- Serve on District, state, or community councils or committees as appropriate or assigned
- ~~Support the goals and priorities of the District~~
- ~~Represent the District in a positive and professional manner~~
- Establish or assist in establishing goals and objectives for mathematics/science programs or projects
- Support and participate in the implementation of the District's Strategic Curricular Plan
- ~~Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided~~
- Serve as a member of the instructional services team
- ~~Use appropriate styles to motivate, gain commitment, and encourage positive change or task accomplishment~~
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Provide appropriate information to the Superintendent, Assistant Superintendent, or other district personnel as requested
- ~~Perform other incidental tasks consistent with the goals and objectives of this position~~

Supervision Received:

Assistant Superintendent, Curriculum and Instruction

Supervision Exercised:

Activities, instruction, and staff development of all District teachers in assigned curricular areas in cooperation with site administrator

Minimum Qualifications & Skills:

- Master's degree or higher from an accredited institution in the assigned area of specialization, ~~successful completion of the Potential Candidate Training (PCT), Potential School Leaders~~

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~~(PSL) program; OR~~

- ~~• Master's degree or higher from accredited institution in curriculum and instruction and successful completion of the Potential Candidate Training (PCT), Potential School Leaders (PSL) program; OR~~
- ~~• Master's degree or higher from an accredited institution in Educational Leadership and successful completion of the Potential Candidate Training (PCT), Potential School Leaders (PSL) program~~
- ~~• Teaching certification in Math and/or Science required~~
- ~~• Currently hold or eligible for Florida teaching certificate in assigned area(s) of specialization~~
- ~~• Successful completion of the Potential Candidate Training (PCT) or Potential School Leaders (PSL) Program; or willingness to complete next available training~~
- ~~• Eight to ten years' experience in public school education as a teacher~~
- ~~• Documentation of leadership experience at the school, district, or state level in the area of specialization~~
- ~~• Five years of experience in public school education as a classroom teacher~~

Preferred Qualifications & Skills:

- Experience as a school administrator

Physical Demands

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Administrative Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays