

Employment Opportunity

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Human Services

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NorthEast Washington Educational Service District 101 is a political subdivision of the State of Washington whose mission is to promote educational excellence by delivering essential, cooperative services to schools and other learning communities.



www.esd101.net

Notice of Vacancy

Position: Regional Science Coordinator
Salary: \$69,228 (260 days per year, 8 hours per day) plus generous benefits package
Application Due: June 9, 2014 at 12:00 p.m.
Location: NEWESD 101
4202 South Regal Street, Spokane, Washington 99223

Application Procedure

To be considered for this position, please submit the following:

- Completed NEWESD 101 administrative application form
- Letter of application
- Personal resume
- Copy of college transcripts
- Copy of certification (if applicable)
- Three professional letters of reference

NEWESD 101 employees who wish to apply must submit a letter of application to the human services office and ensure their applicant files are current and complete.

Selection Process

All complete application packets received by the closing date and time will be screened to determine eligibility for interviewing. **INCOMPLETE APPLICATION PACKETS WILL NOT BE SCREENED.** Applicants selected for an interview will be notified by NEWESD 101. All applicants will be notified at the completion of the hiring process as to NEWESD 101's decision.

Information

Human Services, Margy Wilbourn
4202 South Regal Street
Spokane, Washington 99223-7738
509.789.3800
mwilbourn@esd101.net

The following policies have been adopted and are reflected in our employment practices:

NEWESD 101 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, disability, or sexual orientation.

NEWESD 101 complies with the Americans with Disabilities Act. Persons who may need some accommodation in the hiring process should contact the human services office.

Employees must abide by the all of the agency's policies, including those regarding tobacco use in the workplace and maintaining a drug-free workplace.

NEWESD 101 requires a successful applicant to provide employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Purpose Statement

The job of regional science coordinator is done for the purposes of increasing student success in science by implementing research-based instructional strategies, consulting with member districts regarding curriculum, instruction, assessment, and student performance, and providing leadership and expertise for educational staff and administrators in compliance with established regulations. The regional science specialist works in concert with NorthEast Washington Educational Service District 101 staff, local districts, and Office of Superintendent of Public Instruction to create a powerful, collaborative, and coherent regional delivery system to improve student proficiency in science.

This position reports to the director, Center for Instructional Services.

Functions

- Arranges for and provides professional development for the purpose of increasing teacher content knowledge, content-specific pedagogy, differentiated instruction, effective teaching strategies, learning modules, science standards and curriculum, and increasing student achievement both regionally and within the context of a school or district.
- Leads development of staff training programs related to science for the purpose of providing a variety of teaching strategies to enhance student success.
- Introduces and demonstrates teaching techniques for the purpose of promoting effective instructional strategies and for improving student achievement.
- Collaborates with a variety of groups and individuals (e.g. principals, teachers, school improvement staff, program directors, etc.) for the purpose of improving student achievement, integrating technology into science curriculum, and providing professional development.
- Collaborates with district/school teams for the purpose of increasing their skills in data analysis, lesson design, peer observation and reflection, and the collection and examination of evidence of learning.
- Coordinates and/or participates in auditing science instructional delivery systems for the purpose of improving school or district science programs.
- Coordinates efforts to identify areas of highest need and develops focused intervention plans for the purpose of improving student achievement in science.
- Coordinates support in curriculum alignment and development or identification of supplementary materials for the purpose of strengthening science education systems.
- Coordinates various activities (e.g. training sessions, professional development activities, classes, workshops, meetings, equipment purchases, etc.) for the purpose of providing information, support, ensuring availability of items, and delivering services in conformance with established guidelines.
- Maintains, coordinates, and facilitates the NEWESD 101 Science Leadership Networks for the purpose of implementing the Next Generation Science Standards in accordance with the Washington State Transition Plan, building partnerships, and building regional leadership capacity.
- Aligns work with OSPI, all ESDs, and other science leadership organizations for the purpose of fully developing and implementing a statewide delivery system of state and regional professional development.
- Aligns work with OSPI and all ESDs for the purpose of developing and maintaining the capacity to provide administrative support, professional development, technical assistance, and intervention services for science education.
- Attends training on and stays current with Washington's educational reform efforts and current research for the purpose of providing leadership in the area of teaching and learning of science.
- Provides support and training to science educators and administrators in the use of and analysis of diagnostic and formative assessments and other data on student achievement for the purpose of improving instruction and programs.
- Provides support to mentors and other instructional coaches for the purpose of strengthening mentoring and coaching programs in schools and districts.
- Responds to inquiries and regularly communicates with regional educators and administrators for the purpose of providing accurate information and leadership in the areas of teaching and learning of science and effective science support systems.
- Prepares a variety of materials (e.g. training materials, minutes, memos, pre/post evaluations, activity logs, correspondence, etc.) for the purpose of building regional capacity to improve science instruction and documenting program activities and outcomes.
- Works collaboratively with NEWESD 101 staff to develop public/private partnerships for the purpose of supporting STEM education.
- Works collaboratively with NEWESD 101 Student Learning and Support Service staff for the purpose of building and maintaining a dynamic and effective organizational team.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements—Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. *Specific skills required to satisfactorily perform the functions of the job include:* preparing and maintaining accurate records, providing professional development in science content and instructional practices in a variety of formats and for a variety of audiences, competence with technology, including word processing, PowerPoint, Excel, Outlook, and Internet Explorer, as well as ability to learn job-specific applications. Experience in leadership with formal instructional coaching or administrative experience preferred.

KNOWLEDGE is required to perform basic math, read technical information, compose a variety of documents, facilitate group discussions, and solve practical problems. *Specific knowledge required to satisfactorily perform the functions of the job includes:* concepts of grammar and punctuation, school restructuring processes, performance-based assessments and scoring rubrics, science concepts and courses, research-based practices in science education, Common Core State Standards-English Language Arts, Next Generation Science Standards, and Smarter Balanced Assessment Consortium.

ABILITY is required to schedule activities, collate data, and use basic, job-related equipment. Flexibility is required to work with others and work with data utilizing specific, defined processes. Ability is also required to work with a significant diversity of individuals and groups. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation. *Specific abilities required to satisfactorily perform the functions of the job include:* effectively communicating with persons of varied backgrounds and educational levels, setting priorities, working as part of a team, working with detailed information and data, and the flexibility to work some evenings and weekends. Demonstrated ability to work as a fully contributing member of a dynamic, collaborative team and to work under pressure and complete assigned tasks within prescribed timelines. Ability to travel regionally and state-wide is required.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives, directing other persons within a small work unit, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience with increasing levels of responsibility is required. STEM/science education leadership experience is preferred.

Education

Bachelor's degree in job related area. Teaching certificate with science endorsement is preferred.

Certificates & Licenses

Valid driver's license, required auto insurance, and reliable personal transportation.

Clearances

WSP/FBI criminal history background clearance (at employee's expense).