



200 Kalmus Drive ■ P.O. Box 9050 ■ Costa Mesa, CA 92628-9050 ■ www.ocde.us

Administrator, STEM and CTE Instructional Services Division

The Orange County Department of Education (OCDE) is a public education organization based on fundamental human values of honesty, commitment, responsibility, respect, integrity, and professional ethics. Our priority is service to students, districts, and the community who look to us for support and educational leadership. We hold each other and ourselves accountable for the highest level of service, performance, efficiency, resources management, and professionalism. OCDE's mission is to ensure that all students are equipped with the competencies they need to thrive in the 21st century. Our vision is that Orange County students will lead the nation in college and career readiness and success.

OCDE is recruiting for an enthusiastic, Administrator for STEM (Science, Technology, Engineering, and Math) and CTE (Career Technical Education) who will be responsible for managing, supervising, planning, and coordinating the activities and operations within the Instructional Services Division related to STEM and CTE; coordinating activities with other units, divisions, outside agencies, and the general public, including in particular the OC STEM Initiative, related to PK-16 STEM and CTE curriculum, initiatives, events, and projects as aligned with the Common Core State Standards, the CTE Model Curriculum Standards, and the Next Generation Science Standards; and to provide highly responsible and complex staff and community assistance in the areas of science, technology, engineering, and math that provide expanded learning opportunities for students to develop 21st Century skills which focus on careers that require a significant level of STEM knowledge.

ESSENTIAL FUNCTIONS/DUTIES

- . Uphold the values and mission of OCDE while making professional contributions.
- . Assist the Department, in cooperation with local districts, other Divisions, outside agencies, businesses, and the general public, in developing new ideas and strategies in STEM and CTE learning to enhance the high quality of instruction in Orange County.
- . Assist in maintaining and ensuring a consistent, rigorous, and equitable educational experience in STEM and CTE for all PK-16 schools, informal learning centers, and extended day programs, supporting the concept of a STEM Learning Ecosystem where student learning is integrated and occurs 24/7 in all learning environments.
- . Facilitate a short and long-term plan for integrating STEM and CTE principles for instructional programs such as technology infusion, rigorous, project-based, and applied learning experiences, school-to-career connections for students, and 21st Century skills.
- . Working with and participating in the OC STEM Initiative, a local funder driven STEM collaborative of which OCDE is a key partner, in supporting the Initiative's work.
- . Coordinate the activities of STEM and CTE staff.
- . Integrate and expand STEM and CTE awareness through various media and activities.
- . Assist with recommendations for instructional material, media and equipment for the classroom including research-based innovations, hardware, software, and current industry-standards-based equipment.
- . Review, research and prepare proposals and grant applications, and pilot STEM and CTE programs and projects.
- . Monitor the funded STEM and CTE projects to ensure compliance with county, state, federal or private sector guidelines and requirements.
- . Ensure direct alignment with OCDE Strategic Plan and OC STEM Initiative Strategic plan.
- . Coordinate assigned activities with other Divisions, outside agencies, businesses, and the general public.
- . Assign and monitor workloads and review internal reporting relationships; assist in the selection, training, motivation, and evaluation of assigned Instructional Services personnel.
- . Participate in the development and administration of the unit's budget; forecast and seek additional funds.

- . Attend and participate at meetings held at school districts, outside agencies, businesses, and various organizations, including OC STEM Initiative meetings, in order to manage and supervise areas of responsibility; prepare and present staff reports and other necessary correspondence to a variety of educational, business, and other governmental agencies.
- . Attend and participate in professional group meetings; remain knowledgeable of new trends and innovations in the fields of STEM and CTE; direct the development and implementation of financial funding and grants to support the programs of the Division.
- . Participate in the Orange County Department of Education's continued effort to provide leadership in STEM and CTE.
- . Respond to and resolve difficult and sensitive inquiries and complaints.
- . Must demonstrate attendance sufficient to complete the duties of the position as required.
- . Perform related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Successful Job Performance Requires Knowledge of:

- . Standards of excellent service.
- . Organization, supervision, and effective management practices and principles.
- . Modern and complex principles and practices of curriculum and instructional strategy trends in education.
- . Methods and approaches to planning instructional programs and services, according to identified needs and requirements.
- . Evaluation and assessment techniques used in determining proper teaching and instructional methods.
- . Principles of budget preparation and control.
- . California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.
- . State and federal funding processes.
- . Effective staff development, training, and coaching for enhanced performance.
- . STEM concepts, including NGSS
- . Career Technical Education
- . Educational Technology
- . Principles of supervision, training, and performance evaluation.
- . California Education Code, Administrative Codes, and the Government Code.
- . Pertinent federal, state, and local laws, codes, and regulations.

Successful Job Performance Requires Ability and Skill to:

- . Plan, organize, direct, and coordinate the work of management, professional, and technical personnel.
- . Plan, direct, and coordinate educational programs, in both formal and informal learning settings
- . Manage and evaluate the performance of subordinates.
- . Analyze problems, develop solutions, and make effective decisions. Prepare clear and concise reports.
- . Communicate clearly and concisely, both orally and in writing.
- . Develop and maintain cooperative relationships with lay professional individuals and groups.
- . Train school administrators.
- . Collaborate with a variety of partners.
- . Communicate clearly and concisely, both orally and in writing.
- . Establish and maintain effective working relationships with those contacted in the course of work.

Education, Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- . Five years of responsible educational experience including two years of administrative service in a public school setting.
- . Must possess and maintain a valid California Supervisory or Administrative credential.
- . Equivalent to a Master's degree from an accredited college or university with major course work in Curriculum and Instruction or Education Administration with in emphasis in Science, Educational Technology, Computer Science, Engineering, or Math and/or Career Technical Education.

Work Atmosphere Requirements:

- . Shift requirements are full time Monday through Friday with additional hours as needed for successful job performance.

- . Workplace atmosphere is fast paced, high pressure.

Physical Ability to Meet the Following Requirements:

- . Perform the essential functions of the job and operate all required equipment.
- . Travel countywide to a variety of sites within a reasonable time frame.
- . Reach from waist to, at, or above shoulder level; bend stoop, push, pull, grasp, squat, twist, and kneel as needed.
- . Lift and carry up to twenty-five pounds.
- . Communicate and exchange information successfully in person, via e-mail, any by telephone.
- . *Please note that some locations may have stairs and may not have elevators.*

Mental and Emotional Requirements:

- . Memorize to recall facts, figures, codes, instructions, and information, and to complete tasks in a timely manner.
- . Concentrate under pressure to perform tasks and meet deadlines.
- . Interact successfully with supervisor, OCDE staff, and the public.
- . Communicate orally and in writing in the English Language.
- . Make independent decisions in order to respond to numerous requests, meet deadlines, and prioritize assignments.
- . Meet accuracy and productivity requirements to perform the required tasks of the position.

BENEFITS

OCDE offers a comprehensive package of tax-free, employer-paid insurance benefits to full-time members of the staff. Benefits may be prorated for employees working fewer than 12 months per year or less than full-time. This package includes medical and dental insurance for employees and their dependents, and vision care and life insurance for employees.

APPLICATION AND SELECTION PROCEDURE

Employment applications are accepted through online submission only. To apply, visit the OCDE website at www.ocde.us and complete an online application. Resumes will not be accepted in lieu of the application. If you do not have internet access, you may apply by using a computer at our Employment Center, located at 200 Kalmus Drive, Costa Mesa, CA 92628. The computers and scanner at the Employment Center are available for online applications Monday through Friday from 8:30 am to 4:00 pm. For further information, please call (714) 966-4919.

There is a supplemental question in the application. Please note that the EdJoin system will time-out after a 20-minute period of perceived inactivity. To assist you in the preparation of your application, the supplemental question is listed here. Your response should be thoughtful and thorough, and within the limit of 5,000 characters or less. We recommend that you prepare your response in advance of beginning the application.

1. STEM learning ecosystems harness unique contributions of educators, policymakers, families, and others in symbiosis toward a comprehensive vision of science, technology, engineering, and math (STEM) education for all children. As the Administrator of STEM and CTE for the Orange County Department of Education, how would you use your position to deepen and enrich STEM and CTE learning for Orange County students to ensure that Orange County leads the nation in college and career readiness?

Applications will be carefully reviewed. Those applicants with the most appropriate education, experience, and training will be contacted for an interview. All applicants will be notified of their application status via email.

Before receiving authorization to work in this position, the individual selected will be required to provide a current negative PPD tuberculin test, within the last 60 days and submit fingerprints for the purpose of conducting a confidential background investigation and record check. The tests are arranged and paid for by OCDE.

The Immigration Reform and Control Act of 1986 requires employers to verify the employability of all new employees. Before the Department will finalize an offer of employment, the candidate selected will be required to show original documents which establish both the individual's identity and employment authorization. The candidate must also sign a statement under penalty of perjury regarding his/her employability.

Notice to Applicants: If you require accommodation in the application process, please inform us.

We reserve the right to reopen, readvertise, or delay filling this position.

AA/EOE/ADA