



Coordinator, Science

Non-Classified Classification

SPECIAL NOTIFICATION

This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

RECRUITMENT INFORMATION

Open for Recruitment: April 9, 2018 - April 23, 2018

Announcement #: NONCLS025218

Salary: \$28.85 - \$33.95 per hr. (\$60,008 - \$70,616 yearly) [-Plus Competitive Benefits!](#)

Agency: [Idaho State Department of Education](#) (Office of the Superintendent of Public Instruction)

Location(s): Boise

The State Department of Education (SDE) is seeking a highly qualified individual to provide oversight and guidance to Idaho K-12 schools in the area of Science education.

GENERAL DESCRIPTION

The goal of the Science Coordinator is to provide oversight and guidance in assisting local education agencies to develop K-12 activities and programs that clearly define student learning of content knowledge and skills.

In addition to a strong content knowledge base in Science, it is imperative that students develop the critical skills necessary to participate, develop literacy, and compete globally with the continued advancements in science and STEM. These skills should include the ability to assimilate applicable information, organize data, acquire correct information, build new knowledge, and participate as informed citizenry and policy makers.

This incumbent will support the efforts of local education agencies that include public and private schools, and also informal science-related programs offered by business, industry, institutions of higher education, museums, interpretive centers and parks, etc. in aligning curriculum, instruction, and assessment to the Idaho Content Standards. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

RESPONSIBILITIES

- Coordinate science content for school districts, defining and designing standards that are aligned with national standards, as well as meeting business and postsecondary expectations and addressing the increased graduation requirements.
- Lead implementation efforts related to the science standards approved by the Idaho Legislature in the 2018 session, including designing and contracting for high quality professional development for educators and highlighting the ongoing work of districts by showcasing the 'bright spots' from around the state. Conduct stakeholder meetings as a first step in developing and then executing implementation plans to support the paradigm shift in pedagogy the new standards represent.
- Coordinate the efforts for new programs, standards, and assessments, interfacing in a meaningful way with the SDE Assessment department in designing and disseminating information about the revised item types found in the new science assessment.
- Coordinate with the SDE Certification department regarding requirements involving the various science certifications/endorsements and content review standards.
- Interpret and apply high school graduation requirements in science.
- Implement programs and directives from the State Legislature, State Board of Education, and other relevant governing bodies, ensuring that mandates and benchmarks are met.
- Provide and administer grant-funded programs to teachers, administrators, and school districts within the State, to include the monitoring of budget expenditures and invoices for correctness.
- Participate in the curriculum adoption processes.
- Maintain and distribute a variety of reports, correspondence, and related documents.
- Represent the SDE in a highly professional and productive manner at local, state, regional, and national conferences, seminars, and meetings, as directed, including serving on committees, study groups, councils, task forces, and related associations.
- Perform other associated duties as required and/or directed.

QUALIFICATIONS

Minimum Qualifications

- Bachelor's Degree from an accredited college or university with emphasis in fields of Science, STEM, Engineering, Professional Technical Education, or other appropriate related areas of study.
- Must have five (5) years of experience in classroom teaching, including science content areas.
- Must have an understanding of K-12 Science/STEM education, including appropriate content and valid pedagogy.
- Experience handling a budget beyond personal finances.
- Experience in public speaking and making presentations to groups.

- Experience in leadership roles.
- Must have strong organizational skills and ability to manage multiple projects.
- Must be proficient in MS Outlook, Word, Excel, PowerPoint, Publisher, science equipment and probe ware, smart device tools, relevant computer applications and online resources.
- Must have the ability to communicate well, orally and in writing, with a variety of groups.
- Must have interpersonal skills and abilities to work effectively as a member of a team and promote team goals, while building consensus among Science/STEM partners.

Desired Qualifications

- Graduate degree in educational leadership, curriculum and instruction, STEM, Professional Technical Education, or Engineering is preferred.

Physical Demands

- Occasional lifting of technical equipment and curricular materials may be required, frequently less than 5 lb, but may be up to 25 lb.

Travel Required

- This position requires approximately 20% travel time, in-state and nationally, to conduct training and monitoring, and attend meetings and conferences.

TO APPLY

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found at [Science Coordinator job posting](#). Click on the “Apply Online” button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your employment application). Without this information, your name cannot be referred for consideration.

The exam for this position is to submit a letter of interest and customized resume or curriculum vitae. The letter of interest and resume should emphasize skills, experience, education, and/or training that directly relate to the qualifications stated in the announcement.

All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be called for interviews. Finalists will be asked to provide three (3) letters of recommendations or the names and contact information for three (3) professional references. Additional information, documentation, or transcripts may be requested.

TIMEFRAMES

The State Department of Education seeks to fill this position as soon as possible following the closing date. Interview dates have not been determined at this time. Those applicants not selected will be notified.

EQUAL EMPLOYMENT OPPORTUNITY

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.

For Questions Contact

Human Resources & Employment Department
Idaho State Department of Education
650 W State Street, Boise, ID 83702
208 332 6800 | www.sde.idaho.gov
hr@sde.idaho.gov

Thank you for your interest in employment with the State Department of Education!