



Manhattan Beach
Unified School District

Elementary Science Specialist

Department/Division:	Educational Services
Reports To:	Executive Director—Educational Services/Elementary Principal
Provides Direction To:	NA
FLSA Exemption Status:	Certificated
Date Prepared:	October 22, 2015
Date Adopted by Board:	November 4, 2015
Salary Range:	Certificated Salary Schedule

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under the direction of the Executive Director of Educational Services and/or Principal, this certificated, highly skilled teacher will provide instruction in the area of science at an elementary school in the District. This person will be involved in the implementation and refinement of Project Lead the Way/STEAM, Common Core State Standards/Next Generation Science Standards, and Makerspace to ensure the academic success of all students and subgroups.

DISTINGUISHING CHARACTERISTICS

The Elementary Science Specialist is directly responsible to the site principal, but will collaborate with the Executive Director—Educational Services, other elementary science specialists and site principals to align efforts in the implementation of Project Lead the Way/STEAM education programs, Common Core State Standards/Next Generation Science Standards, and Makerspace. The Elementary Science Specialist creates and implements lessons in a laboratory setting to provide hands-on science instruction and provides model Project Lead the Way/STEAM lessons in classrooms.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Examine pedagogical practices used in the District related to Project Lead the Way/STEAM; Common Core Standards/Next Generation Science Standards, and Makerspace
- Assist with the K-5 implementation of Project Lead the Way/STEAM/Makerspace programs

- Collaborate with elementary teachers, elementary science specialists, and the Executive Director—Educational Services to plan, develop, and organize a comprehensive K-5 NGSS program
- Meet with grade level teachers to ensure vertical articulation and facilitate progress towards meeting goals and outcomes
- Under the direction of the Executive Director – Educational Services, provide demonstration lessons, coaching, technical support, and professional development to elementary teachers and program-specific groups to ensure the successful implementation of the District-adopted curriculum as well as local, state, and federal mandates
- Assist in monitoring the progress of all students and subgroups through the collection, maintenance and analysis of student assessment data
- Maintain current knowledge of educational research, materials and strategies by attending meetings, trainings, and conferences pertaining to the quality of instruction in science
- Plan a balanced science instructional program involving demonstrations, discussions, student experiments; organize laboratory activities and procedures for optimum learning
- Demonstrate scientific concepts by use of scientific apparatuses, experiments, and technology
- Provide individualized and small group instruction in order to adapt the curriculum to the needs of pupils and to accommodate circumstances where a variety of projects and experiments are being worked on simultaneously
- Instruct pupils in the proper use, care and safe handling of science equipment
- Assess and guide schools with selecting and organizing supplies and equipment, maintaining inventory, and accessing software
- Establish and maintain standards of pupil behavior needed to promote a productive learning environment during regular class sessions, laboratory sessions and field trips.
- Use student assessment data as a means of formative assessment that can guide instruction for students
- Plan, develop, organize and conduct a variety of programs, projects and activities related to professional development in science instruction.
- Attend District K-5 Science Team group meetings and work with elementary teachers to align practice with the District's vision for 21st Century Teaching and Learning and instructional methodologies to meet the demands of the Common Core Standards/Next Generation Science Standards
- Organizational skills to manage multiple projects, prioritize work, keep and maintain accurate records, meet deadlines
- Operate a computer, iPad, and other office equipment; experience with software packages and curriculum-based products and hardware
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Common Core State Standards/Next Generation Science Standards, Curriculum Frameworks, Makerspace, Project Lead the Way/STEM, and Smarter Balanced Assessments along with instructional methods of elementary schools including knowledge of ways to use technology to support instruction and other functions throughout the school.
- 21st Century Learning skills and objectives.
- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults.
- Educational trends and research findings pertaining to science as it relates to systemic change, professional learning communities, student achievement, assessment, and instructional technology.
- Leadership and facilitation skills.
- Implementing effective instructional strategies.
- Oral and written communication skills in English. Effective oral communication to conduct meetings.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

- Perform all essential duties of the position.
- Plan, organize and lead professional development.
- Assist District leadership in developing and implementing science curriculum to serve the needs of students and faculty.
- Design instruction that is systematic and focused on District-wide instructional initiatives to meet the needs of all students.
- Focus on student learning and success.
- Demonstrate uses of instructional technology to address science instruction and learning styles.
- Maintain an effective, collaborative learning climate at the schools with students and staff.
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Analyze problems and issues and develop appropriate solutions.
- Prioritize, plan, and coordinate work to meet deadlines.
- Communicate effectively in English both orally and in writing.
- Travel to various District locations and school sites.

EDUCATION, TRAINING, AND EXPERIENCE

Bachelor's degree, including all courses needed to meet credential requirements. Master's Degree in education or related field preferred. A California Single Subject teaching credential in science or a California Multiple Subject teaching credential with 20 semester hours of coursework in science or 10 semester hours of upper division or graduate coursework in science at an accredited institution. Minimum of three (3) to five (5) years full time teaching experience at the elementary or secondary level. Minimum of one (1) year of successful experience in a lead position that demonstrated leadership ability, knowledge/experience in curriculum, staff development, and expertise in science instruction. Completion of coursework or in-depth training in the area of science.

Licenses/Certificates/Special Requirements:

Valid California Teaching Credential with appropriate authorizations

NCLB Compliant

English Language Learner authorization

Instructional technology skills

Valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this job, the employee is regularly required to sit; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 30 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee will regularly be required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; meet deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in a classroom environment, and occasionally in an office environment or an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will work under typical conditions which are moderately quiet, but will occasionally encounter a loud noise level both indoors and outdoors. The employee occasionally drives to District sites, training facilities, meetings and other locations as needed. The employee is subject to constant interruptions.