Notice Of Vacancy

Position: Science Education Coordinator

Status: Full-time, year round

Salary: $93,071 (starting annual salary)

Salary Range: $93,071 - $99,586 (annual salary range)

Posted Date: May 14, 2020

Starting Date: August 1, 2020

Location: Educational Service District 105
33 South Second Avenue, Yakima, WA 98902

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Job Description and Qualifications: See below
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Application Procedure – Applicants apply through the ESD 105 Fast Track on-line application system at www.esd105.org under the Human Resources link, and ESD 105 Job Opportunities.

Deadline to apply: June 3, 2020

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Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD’s Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

ESD 105 is an Equal Opportunity Employer
**Position Description**

**Job Title:**

Science Education Coordinator

**Direct Supervisor:**

Director – Teaching and Learning

The Science Education Coordinator is responsible for coordinating the ESD 105 Science Education Program which includes grants and cooperative activities.

**Essential Job Functions:**

A. Meets on a regularly scheduled basis with ESD staff and constituents within Region 105.
B. Advises staff in the implementation and coordination of assigned projects (e.g., budget management, training schedules, trainers’ development and scheduling, kit delivery, regional secondary science program development).
C. Provides technical assistance and consultation to districts on Science Education Reform.
D. Designs workshop/courses for elementary and secondary science that focus on scientifically-based curriculum, instruction and assessment, and Next Generation Science Standards (NGSS).
E. Cooperates with ESD 105 administration in the pursuit of long-term funding for the science program.
F. Serves as a liaison of Washington State and National science education reform efforts as assigned.
G. Serves as advisor for the Executive Committees and Boards of assigned projects.
H. Conducts required activities of assigned projects.
I. Acts as the regional science program liaison to member district Science Coordinators and the Science Resource Center personnel.
J. Functions as the ESD 105 representative within the state AESD Regional Science Coordinator team.
K. Coordinates with and between OSPI Learning and Teaching content team(s).

**Other Job Functions:**

A. Performs other related duties as assigned.

**Qualifications:**

**Required Education and Experience:**

1. Bachelor’s Degree in education.
2. Minimum of five years of successful experience as a secondary science teacher or elementary science specialist.
3. At least two years experience in the planning and delivery of science in-service training or equivalent experience.
4. Successful experience working with science and math curriculums and programs.
5. Successful experience working with budgets and finances.

**Preferred Education and Experience:**

1. MS or MA Degree

**Required Skills, Knowledge and/or Abilities:**

1. Ability to work effectively as part of a collegial team.
2. Demonstrated proficiency in public and interpersonal oral and written communications skills with students and adults.
3. High commitment to "task" accomplishment and flexibility in work hours.
4. Personal transportation and willingness to travel.

**Physical Demands**
The usual and customary methods of performing the job’s functions require the following conditions:

- **Significant:** (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- **Frequent:** (i.e. standing, bending, carrying; use of phone; use of copy machine)
- **Occasional:** (i.e. driving, lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

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<thead>
<tr>
<th>Significant</th>
<th>Occupation requires this activity more than 66% of time (5.5+ hrs/day)</th>
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<tr>
<td>Frequent</td>
<td>Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)</td>
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<tr>
<td>Occasional</td>
<td>Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)</td>
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_The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer._