

DIRECTOR - ELEMENTARY SCIENCE PROGRAM

Code No. 3-19-012

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, which is located in a school district, is responsible for the overall direction, coordination and operation of an elementary science program. The elementary science program staff interprets New York State science curriculum and designs activities and lessons which aid in carrying out the school's science curriculum. It also involves the production of science kits including the manufacturing and assembling of components and materials. Duties involve providing school districts and teachers with up to date information regarding elementary science education and ensuring efficient science kit production by evaluating and utilizing effective technological systems and software applications. Duties also involve planning and recommending long and short range program goals and objectives. The employee reports directly to, and works under the general supervision of, the Assistant Superintendent of Curriculum, Instruction and Professional Development, or other higher level staff member. General supervision is exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates and oversees science kit production procedures including inventory and warehouse management, production, and material acquisition;

Oversees the elementary science program manufacturing facility including building operation and maintenance, the purchasing of required items, and ensuring materials are developed and delivered to school districts;

Ensures all practices adhere to the Occupational Safety and Health Administration (OSHA) guidelines and requirements;

Develop, implement, and monitor the program's annual budget;

Evaluates the effectiveness of the program and makes improvements based on findings;

Assists teachers by demonstrating lessons, conducting workshops to introduce new units or activities, providing refresher sessions to improve skills, concepts, and content knowledge, providing information about the latest developments in elementary science education, and conducting research both in the classroom and district-wide;

Researches, develops, and evaluates new science kits that are aligned with New York State learning standards and the philosophy of the elementary science program;

Performs community relations activities such as informing parents and the community of the elementary science program, arranging for local newspaper and television coverage of outstanding activities, and works with environmental groups to promote wildlife education;

Attends local, state, and national science conventions and meetings and assists in arranging, publicizing, and recruiting for science conferences held at local universities;

Stays current on effective practices in science education and develops research-based evidence of the effectiveness of program science kits in improving student achievement;

Visits other science programs and centers in order to increase knowledge of new skills, materials, and activities, and participates in educational workshops, seminars, and courses;

Disseminates information regarding the elementary science program to administrators and teachers including progress and needs;

Works with local universities and colleges in designing programs and supplemental instruction for students who plan on pursuing careers as elementary science teachers;

Works with local universities and colleges in offering graduate level in-service courses to teachers that will better equip them in carrying out New York State science curriculum.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of elementary science education as it relates to appropriate curriculums for students; good knowledge of related effective production practices; good knowledge of proper lesson planning as it relates to the elementary science program; good knowledge of OSHA requirements; good knowledge of proper inventory techniques and material acquisition; ability to coordinate and oversee the development of science program kits; ability to coordinate the work of subordinates; supervisory ability; ability to develop a program budget and monitor expenditures; ability to evaluate effectiveness of the elementary science program and make recommendations that will improve the program; ability to conduct research; ability to conduct public relations activities and portray a positive image of the elementary science program; ability to remain knowledgeable in the related subject areas; ability to disseminate information effectively and utilize various forms of communication; ability to communicate both orally and in writing; ability to maintain effective professional working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; PLUS EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus four (4) years paid full-time or its part-time equivalent professional or technical* experience in either the coordination or instruction of a school district science program, or teaching or training students or adults in a science field, or in the private or public sector in manufacturing, production, or production control in the scientific field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus five (5) years paid full-time or its part-time equivalent professional* experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience and described by the limits of (A) and (B) above.

*professional or technical experience, for the purposes of these minimum qualifications, does not include clerical, secretarial, assembly, maintenance or similar work.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

ADOPTED: April 9, 2009

ADDITIONAL INFORMATION:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.