



RIALTO UNIFIED SCHOOL DISTRICT

Agent Science and Career Programs Management Job Description

DEFINITION

Under the direction of the Lead Innovation, the Agent Science and Career Programs, is responsible for the coordination, design, implementation and assessment of programs, professional development and instructional resources related to Science and career pathways.

ESSENTIAL DUTIES

- Coordinates the Career Technical Education programs.
- Develops program budgets and grant applications in order to maintain current programs and to develop new programs both for Career Technical Education and STEM.
- Monitors all expenditures under Career Technical Education for compliance with the program's guidelines.
- Develops and coordinates partnerships with labor, business and community organizations in order to facilitate Career Technical Programs and Work Experience in STEM.
- Participates as a member of Tech Prep Consortiums, and Advisory Committees.
- Coordinates Carl Perkins funding to support and improve Career Technical Education programs; gather information from high school sites to develop the Perkins plan and application for funding; monitor all expenditures of funds; submit yearly reports required by the state.
- Maintains current information on state and federal laws to facilitate the Work Experience Program and oversee the issuance of student Work Permits.
- Coordinates articulation of Career Technical Education classes with local community colleges.
- Works collaboratively with the secondary school sites to facilitate programs.
- Completes state required reports in a timely fashion.
- Performs other duties as assigned by the Superintendent and/or Designee.

QUALIFICATIONS

Knowledge of: Career Technical Education Programs for secondary students; Laws, regulations and compliance issues related to Work Experience; and a variety of instructional strategies.

Ability to: Plan, coordinate, and facilitate collaborative relationships, activities and services involving diverse groups of people in accordance with applicable program regulations and requirements; Effectively use time and resources to accomplish project objectives; Effectively use oral and written communication among and to program individuals and institutions; and demonstrate experience in successful teaching methods.

EXPERIENCE AND EDUCATION

Experience: Three (3) years of successful teaching experience, strong experiences in the STEM field, strong professional development experiences. Have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

Education: Master's degree from an accredited university; degree in a (Science, Technology, Engineering, or Math) field; valid California Teaching Credential; valid California K-12 Administrative Credential; EL authorization or equivalent.

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PHYSICAL DEMANDS

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver's license and a private vehicle.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
 Frequently/Medium - 3 to 6 hours
 Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	Push/Pull:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	*Driving:	Occasionally
Keyboarding:	Medium - must be literate		

**Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.*

Frequent motion:

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes