

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

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| TITLE: | Program Manager – Science | REPORTS TO: | Director – Science and Educational Technology |
| DEPARTMENT: | Science and Educational Technology | CLASSIFICATION: | Certificated Management |
| FLSA: | Exempt | SALARY GRADE: | 028 AASD |
| REVISED: | September 5, 2007 | | |

BASIC FUNCTION:

Plan, organize, develop and implement Board of Education policies related to the integration of science K-12 curriculum programs; provide district-wide leadership for implementing K-12 science curriculum programs; coordinate in-service courses/workshops and other teacher development activities in the science areas for improvements to curriculum, instructional methods, and pupil achievement; supervise assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, develop and implement Board of Education policies for the integration of science K-12 curriculum programs; provide district-wide leadership for implementing K-12 science curriculum programs. *E*

Work with specialists and resource teachers to coordinate curriculum designed to service K-12 pupils and special populations including gifted and talented, exceptional needs, and second language pupils. *E*

Serve as a district resource for school sites providing science curriculum instruction. *E*

Coordinate in-service courses/workshops and other teacher development activities in the science area for improvements to curriculum, instructional methods and pupil achievement. *E*

Coordinate textbook pilots and adoptions in science area K-12. *E*

Meet with textbook publishers and district Instructional Media staff to discuss needs and determine budget implications. *E*

Evaluate and recommend selection of textbooks, audiovisual materials, library books, and other materials for the science curriculum area. *E*

Provide leadership in the development of district content and proficiency standards in science. *E*

Assist schools and central offices in developing and implementing plans for acquisition and maintenance of equipment and supplies to be used in science laboratories. *E*

Coordinate and serve as liaison for site personnel in the planning and equipping of science laboratories and related facilities. *E*

Review current science materials available for summer school, determine needs, and supervise the development of guides and student materials. *E*

Work with the Evaluation Unit to assess the quality of instruction in science districtwide and use the results in planning future proposals for program improvement. *E*

Supervise assigned certificated and classified staff. *E*

Work cooperatively with Risk Management to plan, develop, and present science laboratory safety workshops. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Update and initiate district procedures and a certification process for science teachers. *E*

Provide technical expertise, information, and assistance to the Director, Science and Educational Technology, regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Director, Science and Educational Technology, of unusual trends or problems and recommend appropriate corrective action. *E*

Prepare and maintain variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Serve on steering committees and boards of director for businesses and industries interested in improving science education in K-12 classrooms. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Review appropriate legislation to assure district compliance with laws and procedures related to fiscal processes and make recommendations on changes which may result in more efficient operation of the District; recommend waivers. *E*

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect assigned programs and services; present reports and initial findings as assigned. *E*

Assist in developing proposals for grants and other non-district funds related to instructional improvement Programs; monitor expenditures of funds within assigned area of responsibility. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree in a related field and two years of experience in educational administration, instructional improvement programs, and development of science programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Possession of Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the Human Resource Services Division prior to starting the assignment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern theories, techniques and methodologies of instruction and school operation.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide leadership and direction to assigned science curriculum programs.

Coordinate in-service courses/workshops and other teacher development activities in the science area.

Train and evaluate assigned staff.

Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1585

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