

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

STEM PATHWAYS COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a categorically funded position and is contingent upon the availability of funds and “life of the grant”.*

SUMMARY DESCRIPTION:

This is a faculty position and is under the direction of a Project Director. This position will be responsible for coordinating grant activities among STEM faculty, faculty and staff at elementary and secondary schools and universities, and local STEM employers. The STEM Pathways Coordinator maintains regular and effective communication with faculty and administration at cooperating institutions to create sustainable STEM pathways, especially for Hispanic and other low-income students. The STEM Pathways Coordinator works with STEM faculty colleagues at the college to coordinate curriculum redesign; program and new course development; and upgrades of laboratory facilities. The STEM Pathways Coordinator is also responsible for planning, implementing and assessing outreach activities outlined in the grant including summer science day camps, SciFri events, and the Math, Science and Technology Fair. The STEM Pathways Coordinator performs continuous monitoring and evaluation of communication and grant activities to maximize the potential of successful post-grant continuation of practices, strategies and partnerships.

REPRESENTATIVE DUTIES:

The duties are typical for this classification, but are not limited to the following:

1. Develops plans for implementation of grant activities in cooperation with the Project Director, STEM faculty, administration and other grant personnel.
2. Establishes and maintains regular contact with local STEM employers and faculty and administration at cooperating institutions including local elementary and secondary schools, colleges and universities and facilitates communication between these constituents and STEM faculty at the college.
3. Facilitates communication between K-12, community college and university STEM educators toward the goal of aligning high school and post-secondary curriculum in science and mathematics.
4. Plans, implements and assesses grant-related outreach events targeting elementary, middle and high school students especially Hispanic and other low-income students coordinating as needed with other outreach efforts.
5. Coordinates the assessment of existing STEM curriculum and works cooperatively with STEM faculty to redesign curriculum and implement revisions and improvements.
6. Assess current and future needs in STEM laboratories and works cooperatively with the Project Director and STEM faculty to upgrade laboratory facilities and equipment.
7. Coordinates efforts to establish new STEM programs and new partnerships across STEM disciplines at the colleges.
8. Coordinates efforts to improve transfer rates for students in STEM fields, especially Hispanic and other low-income students.

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9. Oversees articulation efforts and schedules as they relate to the activities and efforts of the grant.
10. Serves as a liaison between the grant and the college's Transfer Center and Articulation Officer.
11. Assists in the planning, implementation and assessment of professional development activities for STEM faculty and staff.
12. Works cooperatively with STEM faculty to facilitate opportunities for undergraduate student research.
13. Actively participates in meetings of grant personnel and SEM faculty and staff.
14. Assists the Project Director and other grant personnel in assessment of grant activities and makes recommendations for improvement toward the goal of sustaining new practices, strategies and partnerships after the term of the grant.
15. Performs other duties as assigned.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of

Appropriate sections of the California Education Code and Title 5.

California Community College system and the federal, state and county rules and regulations that affect community college programs especially those concerning matriculation, curriculum, articulation, and transfer.

Ability to

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.

Prioritize and execute a wide range of projects simultaneously.

Work independently, assume responsibility, and take initiative in carrying out assignments.

Communicate effectively both orally and in writing.

Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.

Education/Training

Required Education and Experience:

1. Master's degree, or equivalent, from an accredited institution of higher education in any discipline customarily found in the fields of science, technology, engineering or mathematics taught at the college including but not limited to astronomy, biology, chemistry, computer science, computer engineering, engineering, environmental science, geography, geology, mathematics, marine science, oceanography, or physics.

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2. Experience that indicates a sensitivity to and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.

Special Requirement:

Possession of a valid California Driver's License. Requirement of California Driver's License may be waived provided that employee can demonstrate alternate means of transportation acceptable to the District to and from offsite meetings and conferences.

Desired Experience:

1. Post-secondary teaching and research experience.
2. Experience working with Hispanic populations.
3. Experience working with partners in K-12, universities, and industry.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/classroom setting and may involve moderate travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: February 9, 2012