

SANTA CRUZ COUNTY OFFICE OF EDUCATION

SCIENCE & TECHNOLOGY FAIR TEACHER

DEFINITION

To provide professional, technical, curriculum and instructional resources for purposes of implementing and maintaining the Santa Cruz County Science and Technology Fair.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide event coordination for the Santa Cruz County Science and Technology Fair.

Develop technology resources for the Internet; website development including directing the testing and bug verification portions of new website releases.

On-line database design and administration including automated tools for processing registrations and producing program products, including directing the testing and bug verification portions of new on-line database releases.

Develop and deliver professional development series for educators; provide technical support for teachers.

Develop workshop series for training students in preparation for advanced science and engineering competitions and for the Santa Cruz County Science and Technology Fair.

Provide in-house and on-site support to teachers and students for Science and Technology Fair; provide technical support.

Administer scientific reviews of science fair projects.

Develop and deliver curriculum resources in support of the Santa Cruz County Science and Technology Fair.

Coordinate arrangements for, and travel with, the Santa Cruz County Science and Technology Fair team; provide chaperone and technical support services.

Support all related seminars, workshops and training programs, and communicate information including technical problems with science team members as well as external scientists and researchers.

Other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

A broad spectrum of multiple disciplined sciences (ie: Astronomy, Earth Science, Oceanography, Anatomy, Biology, Physics, Chemistry) and technology.

Standard computing applications for MAC and PC platforms including technical programmatic experience in word processing, spreadsheets, relational databases, presentation and desktop publishing software, web and HTML software and graphics.

Knowledge of (Continued):

The Santa Cruz County Science and Technology Fair.

Website development and database design.

Developing curriculum and promotional materials; providing professional development for educators.

Support services for the Santa Cruz County Science and Technology Fair and related science programs.

Skill and Ability to:

Manage special events and multiple projects and have the ability to meet deadlines.

Organize and prioritize the delivery of various professional services in an effective and timely manner.

Interact with colleagues, staff, parents, students, partners and the public in an open and constructive manner.

Use analytical skills sufficiently to identify issues, recommend courses of action, implement action plans and evaluate results.

Work independently and as a contributing team member.

Deliver technical training and/or assist in the technical training of high school students and teachers.

Design and upgrade web pages.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

EDUCATION/TRAINING AND EXPERIENCE:

Any combination of education, training, and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Education:

Bachelor's degree or higher in the field of science and/or technology.

Experience:

Minimum of 5 years teaching including experience and/or training in science education and instruction. Experience and/or training within the framework of a coordinating teacher. Working with coordinated partnerships and grant funded programs.

License or Certificate:

Valid California Teaching Credential; background in science education and instruction.

SPECIAL REQUIREMENTS:

The physical demands described here 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 essential functions:

Sitting frequently, standing and walking short and long distances; occasional to frequent lifting and carrying of 20-50 lbs; bending; frequent and repetitive use of hands (keyboarding), vision, hearing, speech/language processes; ability to use computers and other technological equipment, telephone, computer, luggage cart and automobile.

TYPICAL WORKING CONDITIONS

Assigned work is normally performed in office and school site environments. Frequent travel to school and training sites with overnight travel to competitions. Continuous contact with school staff, students, partners and the general public is required.

Approval Date: October, 2002.