

SILVER VALLEY UNIFIED SCHOOL DISTRICT

TITLE: STEM Grant Director

REPORTS TO: Assistant Superintendent – Educational Services

SALARY RANGE: MCSS 1 – 6

DESCRIPTION: Under the direction of the Assistant Superintendent of Educational Services; shall administer and evaluate the operations and programs included in the STEM grant, continually monitoring and redirecting strategies and professional learning to achieve the desired results. Have clear plans to assess and refine professional learning activities using SWOT analysis to proactively examine factors that impact the grant. They will maintain ongoing communication and collaborate frequently over the course of the grant to ensure optimal implementation.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Use the STEM grant plan and activities to continually oversee grant activities (including classroom, technology, extracurricular activities, and professional efforts) and redirect as needed.
- Work closely with district and school leadership to implement the project at all levels.
- Work collaboratively with SVUSD staff to identify barriers to project success and proactively address them.
- Collaborate with the Outside Evaluator to provide baseline, formative, and summative project data. The Outside Evaluator will analyze this data and give feedback so the STEM Grant Director so adjustments can be made to ensure project progress and student outcomes.
- Frequently communicate with project stakeholders, such as district administrators, teachers, students, parents, and local military personnel, about the project.
- Maintain communication with DoDEA about the project, including all required reports and any other information requested.

Knowledge of:

- Grant administration, federal grant regulations, grant reporting, maintaining accurate budget records, and leading projects (preferred).
- Needs of military-connected students and rural schools (preferred).
- Excellent communication skills to build buy in from district staff, students, parents, military personnel, and other stakeholders.
- Experience with engaging students with STEM education, designing curriculum, the AVID program and extracurricular programs (preferred).

Ability to:

- Assist school staff in improving the academic progress of the school site.
- Display the use of good judgment in making decisions.
- Respond to the changing rules and regulations related to education and curriculum.
- Work independently with little direction and provide work direction to others.
- Develop and provide effective presentations to the public.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Maintain professional relationships with pupils, parents, colleagues, military personnel and other stakeholders.
- Communicate effectively both orally and in writing in a clear, concise and timely manner
- Maintain a high level of confidentiality and professionalism.

License and Other Requirements:

- Teaching credential in a STEM field (preferred).
- Experience with grant administration, federal grant regulations, grant reporting, maintaining (preferred)
- Minimum of two (2) years teaching and/or working in a STEM field.
- Possession of a valid and appropriate California Driver's License and a California Department of Motor Vehicles driving record printout.
- Proof of insurability by District liability insurance carrier may be required.

Education:

- Bachelor's Degree or Master's Degree

Physical Demands:

- The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

REGULAR WORK YEAR:

210 Days