



Leadership • Collaboration • Support

JOB TITLE: Program Manager, Science, Technology, Engineering, Arts, and Math (STEAM) and Robotics

Classified Managers Salary Schedule, Range 9

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Senior Director, District and School Support, the Program Manager, STEAM and Robotics manages and directs the STEAM, Robotics, and Coding Leadership camps and engages in collaborative work with community partners, Local Education Agencies (LEAs), students, and families. This position also works with the District and School Support team and other Solano County Office of Education (SCOE) departments and partners to provide leadership and guidance with districts through technical assistance and other support as needed.

JOB REQUIREMENTS AND QUALIFICATIONS

Required:

- Bachelor's degree in related field.
- Experience with and knowledge of STEAM and Robotics concepts and leadership.
- Valid California Driver's License.

Desired:

- Master's degree in education or related field.

ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Supports the implementation of a broad STEAM initiative that promotes STEAM-related work within Solano County.
- Leads county-wide events and programs (e.g. Solano County STEAM Discovery Festival, Solano County Science and Engineering Fair, SCOE Robotics Team and league activities, Girls Who Code, Girls in Robotics Leadership (GIRL) Camp activities, etc.).
- Develops realistic and effective plans for meeting goals, establishing timelines and measurable outcomes, estimating required resources, and anticipating obstacles.

- Strengthens collaboration across the county by establishing, developing, and maintaining partnerships within SCOE and community partners and outside agencies, as well as connecting to related initiatives.
- Plans and facilitates meetings with multiple educational partners, as needed.
- Serves as a liaison and coordinates communications, activities and information between the County Office of Education, outside organizations, and the public.
- Assists in the development and preparation of annual preliminary budgets. Reviews and evaluates budgetary and financial data.
- Participates in researching, obtaining, and maintaining grants and other funding sources; prepares proposals and assists with developing and maintaining contracts as required.
- Compiles, reviews, and analyzes a variety of technical data and information related to instructional areas.
- Prepares and maintains a variety of records and reports.
- Attends and participates in a variety of meetings, task forces, seminars, in-services, and conferences as appropriate.
- Initiates, develops, and prepares contracts/agreements with external entities, as needed.
- Coordinates as needed with other SCOE-related initiatives.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Best practices in promoting equitable programs and practices for all students.
- Unique needs of students and Local Education Agencies (LEA) in Solano County.
- Basic budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- Operation of a variety of office equipment including computers, projectors, and assigned software.

SKILLS AND ABILITY TO

- Provide consultation and technical assistance concerning STEAM and Robotics.
- Facilitate groups in planning, problem-solving and decision-making.
- Collaborate successfully with diverse groups.
- Prepare and deliver oral presentations.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.

SUPERVISION RECEIVED

Limited and general supervision.

SUPERVISION EXERCISED

Employees in this classification may supervise other staff members in the operational unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (35%) Walking (15%) Sitting (50%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (3) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (3) Climbing Ladders (1)