

Specific Job Duties and Responsibilities

SENIOR COORDINATOR, NASA GRANT PROGRAM

Reports to: Senior Director of Workforce Education

MAJOR FUNCTION:

Responsible for coordinating aspects of the Central Florida Aerospace Academy Curriculum Project, which will showcase NASA curriculum content in order to produce new ways to teach science, technology, mathematics and engineering concepts with activity-based lessons for middle school and high school students.

ILLUSTRATIVE DUTIES:

This position will be the key contact between the Polk County School Board and the community in the Central Florida Aerospace Academy Curriculum Project.

This position will assist in employing NASA's strategic educational content themes of lunar exploration, aeronautics, and engineering robotics rockets/propulsion systems engineering with middle school and high school students. The position will address NASA's educational strategic objectives to 1) build a continuity of experiences that result in a well-trained qualified workforce, 2) improve STEM (Science, Technology, Engineering and Math) teaching and student comprehension, 3) improve educator access to and comfort levels in using and teaching NASA materials, and 4) inform students about STEM careers. The position is responsible for building and maintaining positive, cooperative working relationships with middle- and high-school Principals, Teachers, and District office employees, and must be able to effectively communicate, verbally and in writing, to all noted levels and to parents and students as well.

Illustrative duties include the development of programs that inspire and engage students in engineering and technology courses, and prepare them for future study. These programs should result in activities that embed mathematics and science standards-based concepts into Workforce Education and supplemental middle school courses leading to specific certifications, and that use real-time NASA initiatives to model discovery, creativity, persistence and contributions to the public good. This position will draw students from diverse demographic groups in activities that excite their STEM participation, and will prepare teachers to feed well-equipped students into a pipeline of articulated studies between intermediate, secondary and post-secondary degree programs and STEM career fields.

This position will analyze student achievement data, and conduct progressive measurement analyses for teachers within the program. The successful incumbent must be able to apply an established educational knowledge base with impressive marketing and communication skills in order to ensure program success. Additionally, this position will be responsible for managing all legal contracts (grants) to include data collection, progress reports, and financial report management as well as identification of additional funding sources. This position will also interpret and monitor Federal, State and local

Specific Job Duties and Responsibilities

requirements, and will be required to participate in National and Regional conferences as identified. This position will provide supervision to one part-time Secretary.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

Considerable knowledge of STEM curriculum, programs, services and issues. Knowledge of local, state and federal mandates and school board policies and procedures. Ability to plan, develop, organize, implement, monitor and evaluate programs and services. Knowledge of program evaluation processes. Ability to prepare concise, comprehensive reports utilizing effective communication and data analysis/processing skills. Outstanding interpersonal communication and problem-solving skills to work effectively with students, school personnel, and community agencies. Public speaking, computer literacy and budgetary skills required.

Training and Experience

The position requires graduation from an accredited college or university with a Master's degree. Must have work experience related to STEM curriculum, with experience in data analysis and interpretation. Teaching experience at middle and/or high school levels is highly desirable, with 6-12 certification. The Master's degree focus is preferable within Educational Leadership, Measurement, Guidance or a related field.

Physical Requirements:

Light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

PCSB Salary Grade:	20	Local Code:
Months Worked:	12	State Code:
Fund:	Grant	EEO#:
Date Board Approved:	2/24/09	State Title: