

## SCIENCE OUTREACH COORDINATOR

### Job Summary

Under the supervision of the Associate Superintendent of Educational Services, the Outreach Coordinator will play a key role in a new collaborative educational and research project between Nevada County Superintendent of Schools (NCSOS) office, Sierra Streams Institute and the Center for Community and Citizen Science at the UC Davis School of Education. This project is being funded by the National Science Foundation (NSF) for the years 2019-2022.

The Outreach Coordinator will work closely with elementary teachers, school administrators, education researchers, and environmental educators to run a community-based citizen science education program with 3rd-5th grade classes in Nevada County. As part of this program, students will investigate their local forest health by collecting, analyzing, and sharing data on forest and fire ecology, and teachers will receive professional development programming that supports them in leading these investigations in or near their own schools, and aligning this work with science curriculum standards. The Coordinator will be based in the NCSOS office, however they will also regularly visit classrooms, field sites, and the Sierra Streams Institute to assist with the implementation of the program.

The program will include:

- Next Generation Science Standards (NGSS) aligned classroom curriculum;
- Field trips to nearby field sites where students will collect data and learn science practices in the outdoors;
- Students working with and sharing their forest health data;
- In-person teacher training; and
- Surveys, interviews and observations conducted by the UC Davis Center for Community and Citizen Science (CCS) to investigate student learning outcomes and engagement in science.

**Supervisory Responsibilities:** None; however, may lead, train or participate in work team assignments.

**Supervisor:** Associate Superintendent of Educational Services

### Essential Functions and Responsibilities

1. Assisting in program development and implementation including coordinating events, communicating information and managing a master calendar;
2. Working with the team to recruit teachers and provide ongoing support of teachers participating in the program;
3. Working with teachers and project staff on curriculum development and standards alignment;
4. Serving as a liaison to schools, districts and teachers;
5. Coordinating research activities, including setting up interviews and surveys between researchers at UC Davis and students and teachers;
6. Working with a team to lead the sharing of student research findings on forest health through community events, such as at the STEAM Expo;
7. Assisting with coordinating with community partners such as City of Nevada City, Land Trust, State Parks...etc.
8. Writing and distributing outreach materials related to the program, such as newsletters, press releases, and general information;
9. Assisting with field instruction, such as guiding students through data collection and learning activities, and helping with group management in the outdoors;

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10. Seeking and applying for additional grant or award opportunities for participating teachers, e.g. through the National Science Teachers Association (NSTA) or the North American Association for Environmental Education (NAAEE);
11. Perform related duties as assigned.

*Note: The list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.*

### **Desirable Qualifications**

#### Knowledge of:

- NGSS elementary curriculum
- Writing and implementing science curriculum, especially project-based learning in environmental science
- Designing and delivering effective professional development for teachers
- Working with community partners and stakeholders towards common goal
- Effective outreach techniques, such as designing attractive newsletters, website information, and press releases
- High comfort level working with Google Apps and Microsoft Office applications (spreadsheets, word processing, presentation slides)
- Project management and database software a plus
- Effective public speaking techniques
- Contemporary environmental challenges in Nevada County a plus
- Research and data collection and evaluation methods and procedures; experience collecting Citizen Science student data a plus
- Policies and objectives of assigned program and activities
- Applicable laws, codes, regulation, policies and procedures
- Operations of state and federally funded programs

#### Ability to:

- Effectively lead groups; including educators and students
- Collaborate with partnered agencies and stakeholders
- Organize community meetings and events to meet the needs of the program
- Assist in the management of a variety of programs as related to position
- Coordinate and implement various teacher and student science-based activities
- Advance science education through hands-on, community-based learning
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Analyze situations accurately and adopt an effective course of action
- Learn County office organization, operations, policies and objectives
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Prioritize and schedule work
- Maintain records and prepare reports
- Operate standard office equipment including a computer and assigned software

### **Working Conditions**

#### Environment:

- Indoor office and classroom work environment
- Outdoor field trip environment

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- Work independently and as part of a dynamic team
- Work hours varied and flexible based on program needs; will require some early evening hours
- Driving a vehicle to conduct work

### Physical Demands (with or without reasonable accommodations):

- Mental acuity to perform these tasks, to make sound decisions and judgments in the sphere of assigned duties and to make determinations relative to the effective performance of the tasks.
- Facility and stamina to sit and stand for extended periods of time.
- Facility to see and read printed materials, with or without vision aids.
- Facility to hear and understand speech on the telephone, at normal room levels, and in workshop and training sessions.
- Facility to speak in audible tones so that others may understand clearly in normal conversation in person, on the telephone, and presenting at workshops and trainings.
- Manual dexterity to operate a telephone, computer, copier, calculator and other commonly used office equipment.
- Physical strength and agility to push, pull and lift any object weighing up to 25 pounds and carry any object weighing up to 15 pounds
- Facility to drive a vehicle

### **Education and Experience**

A combination of training and experience, which would likely provide the required knowledge and abilities may be qualifying. We reserve the right to determine if a candidate meets the qualifications.

A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited four-year college or university with major course work in environmental science or science focus.
- At least two (2) years' experience in teaching elementary or middle school science.

### Certification required:

- Must possess a valid California teaching credential with authorization in Biological or Geoscience

**OTHER REQUIREMENTS:** These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

Must provide proof of eligibility to work in the United States

Must possess a valid California Driver's License

Must provide proof of automobile insurance coverage

Fingerprint and Background clearance

Valid Tuberculosis (TB) clearance

**FLSA Status:** Exempt

**Employee Group:** Certificated (unrepresented)

Grant Funded Position

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For Office Use Only:	
At time of employment, the employee will be required to sign a copy of their job description for their personnel file.	
I have read, understand and received a copy of this job description.	
_____	_____
Employee Signature	Date

Created: October 2019