



## Secondary Science Specialist

### **JOB DESCRIPTION**

The Secondary Science Specialist, under the direction of the Director of Secondary Curriculum, coordinates the District 6-12 Science Program, as well as other curricular initiatives. Also collaborates with District staff and outside personnel to provide educational opportunities for teachers and students.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's degree; Master's degree preferred
- Valid Texas teaching certificate
- Three years experience as a science teacher in a secondary school

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to organize and coordinate District-wide program and to interpret data
- Knowledge of curriculum instruction, strategies and materials for science
- Strong organizational, communication, and interpersonal skills
- Ability to communicate effectively with administrators and teachers
- Experience as a staff development presenter and three years experience as a science teacher

### **DUTIES AND RESPONSIBILITIES**

1. Coordinates the district 6-12 Science Program, as well as other curricular initiatives
2. Collaborates with district staff and outside personnel to provide educational opportunities for teachers and students
3. Implements procedures and coordinates the process to align the curriculum with the TEKS and national standards.
4. Develops and revises curriculum as needed
5. Assists teachers to develop and provide appropriate course work through curriculum modification, acceleration, etc.
6. Develops and conducts or arranges for staff development sessions, including sessions on various instructional methods, enriched learning in hands-on activities and teacher understanding of content
7. Develops and coordinates a continuing evaluation of the science program, including the review of student work and testing data, and implements changes based on the findings
8. Coordinate District-wide science events
9. Assists in the development and implementation of Curriculum Department initiatives
10. Stays current in science trends and issues by participating in professional organizations, attending workshops and conferences, reading, and researching
11. Compiles and administers a cost effective departmental budget based on documented program needs
12. Consults regarding grant opportunities for program funding
13. Assists with the selection and purchase of resources and supplemental equipment and supplies for the program
14. Compiles, maintains, and files all reports, records, and other documents required
15. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

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**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: Specialist Pay Scale**

**NUMBER OF DAYS: 216**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/2/07*