

RIALTO UNIFIED SCHOOL DISTRICT

Agent Science and Career Programs Management Job Description

DEFINITION

Under the direction of the Lead Innovation, the Agent Science and Career Programs, is responsible for the coordination, design, implementation and assessment of programs, professional development and instructional resources related to Science and career pathways.

ESSENTIAL DUTIES

Coordinates the Career Technical Education programs.

Develops program budgets and grant applications in order to maintain current programs and to develop new programs both for Career Technical Education and STEM.

Monitors all expenditures under Career Technical Education for compliance with the program's guidelines.

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes