

*Last updated: September 3, 2019*

**Request for Qualifications (Science)  
Theodore Judah Elementary School & PTA**

Note to Applicants:

Theodore Judah Elementary School & PTA is looking for qualified applications for its Science Coordinator position. Position is slated for 11 hours per week (outside of school hours) to develop curriculum and coordinate stocking, schedule and needs of the Science Lab.

Candidates should be organized, and comfortable coordinating with teachers and working directly with our Garden Coordinator to schedule and maintain the volunteer schedule. Seeking a candidate who can be available to volunteer during the school day as needed.

Prior teaching and curriculum experience preferred. Preferred two year commitment, although funding for this position is dependent on PTA fundraising.

Please submit resume and cover letter to [hellotjpta@gmail.com](mailto:hellotjpta@gmail.com).

**You will receive a confirmation e-mail that your submission was received. If you do not, please reach out again.**

**Posting will close 9-20-2019.**

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**BACKGROUND**

Theodore Judah Elementary School is proud to offer a Science program for its students. The science classes are currently offered once a week for 30 minutes from Transitional Kindergarten through Sixth grade. This program has grown and is well established throughout the school and is integrated with both the Music and Art programs.

This program is completely funded by the PTA and will continue to flourish as long as the fundraising events bring in enough revenue to support it.

**OBJECTIVES**

The objectives of the science program are to:

- Work closely with the Garden program and integrate with both Art and Music.
- Enjoy science, gardening and technology.

- Create a positive dynamic with an emphasis on teamwork and community building.
- Work with teachers and integrate with Common Core and NGSS.
- Work with parents and teachers and management to develop and grow the program.
- Organize supplies and manage inventory and procurement.
- Manage, solicit and incorporate feedback and process improvements from a diverse and invested population throughout the year.
- Present updates and manage budget relating to the program for the PTA.
- Research and apply for applicable grants.
- Communicate and coordinate parent volunteers.
- Establish realistic and age appropriate goals for each grade level based on the state standards.
- Facilitate teaching the children to become ecologically literate with an awareness of the central role they play in the natural world and its protection.
- Provide students with the opportunity to experience science in various different ways, allowing the use of logic, scientific method and thought.
- Instill an appreciation of science.

## **SCOPE OF SERVICES**

The part-time science teaching position is a 1099 independent contractor. Contractor will be responsible for tracking and filing their own taxes.

Position will provide and coordinate a curriculum and ordering and stocking of supplies to facilitate curriculum in the Science Lab.

It requires a candidate who demonstrates an ability to develop and coordinate a curriculum that applies to a wide range of grade and skill levels.

This work will be done outside of school hours. It will revise and develop the curriculum. It will also coordinate with the Garden program. Time on campus will be volunteer.

Willingness to volunteer in classrooms and assist in implementing successful classroom management and be able to collaborate with Administration, classroom teachers and the PTA Board. The candidate will be required to prepare curriculum and design lessons that meet California's standards (these can be reviewed at <http://www.cde.ca.gov/ci/vp/>) and evaluate student progress.

A 30-day Substitute Teaching Permit, an Emergency Substitute Teaching Permit for Prospective Teachers or a Teaching Credential is preferred for this position.

## REQUIREMENTS

- Working Experience in Subject
- Experience working with children in the appropriate age range
- Enthusiasm to develop the program and work with the PTA

Preferred:

- Advanced Degree in Subject
- Teaching Credentials
- Familiarity with parent population
- Experience teaching students

### Science Coordinator Position: 1099 Agreement

Theodore Judah PTA is hiring \_\_\_\_\_ as an independent contractor for the year of \_\_\_\_\_ to fulfill the role of Science Coordinator.

The work is slated for approximately \_\_\_\_ hours per week at \_\_\_\_\_ rate.

They will be paid on a monthly basis by the Theodore Judah PTA.

They will provide Science curriculum that they will develop and facilitate the implementation of the Science Alive Program.

They are responsible for filing their taxes. There will be no tax withholdings from any portion of payment.

This is an at-will position and is dependent on the funding gathered by PTA each year.

Signature

Date

PTA President Signature

Principal Signature