

STEM Coordinator

Job Title: **STEM Coordinator**
Department: Based on Assignment
Classification: Exempt (where applicable under FLSA regulations)
Pay Grade: Non-Supervisory/Range II-E
Reports To: Assigned Administrator

Position Summary:

This position exists to support STEM initiatives within IU1 and our school districts. The position will be responsible for researching best practices, providing ongoing support, coordinating STEM programs, and facilitating workshops. This position also plays a key role in developing and expanding partnerships with schools, higher education institutions, and businesses.

Supervisory Responsibilities: No

Essential Job Functions and Responsibilities

Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the essential functions and responsibilities of the position.

- Plans and coordinates STEM Initiatives (i.e. IU1 STEM Pathways)
- Integrates STEM activities into curriculum with school districts
- Assists teachers and curriculum facilitators with improving techniques of STEM instruction in all content areas
- Develop, facilitate, and deliver STEM/STEAM educational activities aligned with career pathways that ensure integration of academic standards and career readiness skills.
- Organizes and conducts STEM trainings online and face-to-face for school districts and IU1 staff.
- Prepares and coordinates STEM conferences, activities, and events
- Researches STEM Curricula
- Participates in STEM trainings to enhance knowledge and skills
- Assists the curriculum department with state initiatives
- Expands STEM partnerships schools, businesses, industry and higher education
- Collaborates with the Curriculum Specialist in writing STEM grants
- Supports the Science Curriculum Specialist with initiatives
- Assists in the creation of marketing materials for IU1 STEM programs and workshops
- Other duties as assigned by the Executive Director and/or his/her designee

Education and Experience

- Bachelor's Degree (Education or STEM-related program) with one (1) to three (3) years of professional experience.

Required Skills and Abilities

The skills and abilities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work collaboratively and build credible relationships with internal and external stakeholders
- Advanced skills in the design and delivery of professional development
- Advanced organizational skills and attention to detail
- Advanced communication (verbal and written) and presentation skills
- Advanced problem solving skills
- Proficient with Microsoft Office and Google Suite

Working Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for an extended period of time
- Lifting, carrying, pushing, pulling up to 35 pounds
- Moving fingers and hands in a repetitive manner
- Adequate vision to perform duties
- Hearing clearly
- Ability and willingness to travel when necessary
- Extended working hours

Disclaimer

The information contained in this job description is for the compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Duties and responsibilities may change and additional duties and responsibilities may be assigned by the Executive Director.