

POSITION TITLE: STEM Project Coordinator

REPORTS TO: Executive Director

FSLA: Non-Exempt

JOB SUMMARY:

The STEM Project Coordinator will develop and implement an agency-wide program to infuse Science, Technology, Mathematics, and Engineering (STEM) concepts and practices into all aspects of the curriculum chosen by Playmates Preschool & Child Development Centers, Inc. and Wayne County Community Learning Centers.

ESSENTIAL DUTIES:

- Under the direction of the Executive Director, develop a strategic plan and budget to incorporate STEM activities and concepts into the daily Curriculum.
- Remain abreast of all current and past research and best practices relevant to STEM-based activities and knowledge base.
- In collaboration with the Quality Initiatives Program Director, develop STEM-based activities for AmeriCorps program participants.
- In collaboration with the Wayne County Community Learning Centers Program Director, develop STEM-based activities for implementation at 21st Century afterschool programs.
- Develop an implementation plan for STEM activities across all components of Playmates.
- Develop a training plan for implanting STEM activities and present the training to Playmates staff and other participating education providers, as directed.
- Develop a rotating schedule and actively support class implementation of STEM activities.
- Develop and maintain a data tracking system to monitor participation and outcomes for all STEM activities.
- Provide technical assistance to all providers as necessary.
- Assist the Quality Initiatives Program Director to include STEM-based activities and learning outcomes in all staff development plans.
- Provide quarterly reports to the Executive Director of Playmates outlining progress toward meeting strategic goals.
- Develop additional education skills and leadership opportunities through training and mentoring.

OTHER DUTIES:

- Complies with policies and procedures of Playmates Pre-School and Child Development Centers, Inc.
- Protects the confidentiality of private customer information.
- Represents and maintains the philosophy of Playmates Pre-School and Child Development Centers, Inc.
- Performs other duties as assigned by supervisor.

POSITION QUALIFICATIONS:

PLAYMATES PRE-SCHOOL & CHILD DEVELOPMENT CTRS, INC. JOB DESCRIPTIONS

- Bachelor’s Degree in education, business, or related field required with at least 4 years of relevant experience.
- Must agree to sign leadership agreement.
- Must possess excellent organizational skills as well as computer skills in word processing, spreadsheet, and database applications.
- Must demonstrate ability to work independently as well as part of a team.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Master’s Degree is preferred.
- Experience with any or all aspects of science, technology, engineering, and/or mathematics helpful.
- Experience with working with children in an academic setting is preferred.

ENTRY LEVEL COMPETENCIES:

1. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, PowerPoint, Access, email, website, etc.
2. Demonstrates ability to select, secure, and manage contracted functions.
3. Demonstrate an understanding of science, technology, engineering and/or mathematics academics.
4. Illustrates effective use of time management and organization skills to perform multiple tasks
5. Demonstrates ability and willingness to pursue technical and professional development opportunities.

PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee’s hire date.

JOB TITLE: STEM PROJECT COORDINATOR

PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

<i>ACTIVITY</i>	<i>RARE</i>	<i>OCCASIONAL (25%)</i>	<i>FREQUENT (50%)</i>	<i>CONTINUOUS (75%)</i>
WALKING			X	
LIFTING		X		
PUSH/PULL		X		
STANDING		X		
SITTING			X	
STOOPING			X	
READING			X	
WRITING			X	
DRIVING		X		

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PLAYMATES PRE-SCHOOL & CHILD DEVELOPMENT CTRS, INC. JOB DESCRIPTIONS

<i>ACTIVITY</i>	<i>RARE</i>	<i>OCCASIONAL</i> (25%)	<i>FREQUENT</i> (50%)	<i>CONTINUOUS</i> (75%)
TYPE/KEYBOARD IRREGULAR SCHEDULE			X	X
OVERNIGHT TRAVEL	X			

WORKING ENVIRONMENT

<i>CONDITIONS</i>	<i>RARE</i>	<i>OCCASIONAL</i> (25%)	<i>FREQUENT</i> (50%)	<i>CONTINUOUS</i> (75%)
QUIET			X	
NOISE	X			
DUST/DIRT	X			
POOR VENTILATION	X			
HEAT	X			
EXPOSED TO DISEASE	X			
ELECTRICAL HAZARDS	X			
ON CALL	X			

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR STEM PROJECT COORDINATOR AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.

EMPLOYEE NAME

DATE

SUPERVISOR NAME

DATE