

POSITION DESCRIPTION

Title: Technology Learning Center Coordinator
Reports to: Director of Technology and Innovation
Hours/Position: Part-time, up to 20 hours/week, Non-Exempt

Position Summary: This position will support the SMCS Director of Technology and Innovation in planning, coordinating, and organizing a variety of Technology Learning Center services and activities to assist students and facilitate their educational goals. In addition, the position will also work closely with the STEM and Vex Robotics team on projects, programs, and events happening throughout the year.

Job Responsibilities:

Planning and executing engaging STEM-related events:

- Develop and implement creative co-curricular events aligned with STEM curriculum across various themes like coding, robotics, engineering design, etc.
- Partner with educators and industry professionals to ensure the events are informative, fun, and hands-on.
- Secure necessary resources, equipment, and materials for events.
- Market and promote events to students and educators within the target schools.
- Oversee the logistics and smooth execution of each event.

Coordinating the VEX Robotics Teams:

- Provide guidance and support to the VEX Robotics team leaders, including technical advice, strategic planning, and team management.
- Help prepare the team for competitions and celebrate their achievements.

Additional responsibilities:

- Stay up-to-date on current trends and advancements in STEM fields.
- Collaborate with other staff members to develop and implement new initiatives for the Technology Learning Center.
- Assist with administrative tasks as needed.
- Performs other duties as assigned.

Qualifications:

- Minimum 1-2 years of experience working with students in an educational setting (e.g., classroom, after-school program, camp)
- Experience planning and executing events, preferably in a youth-oriented environment
- Proficient in common computer programs (e.g., Microsoft Office Suite, Google Suite)
- Familiarity with various STEM-related technologies and software
- Enthusiastic and passionate about STEM education
- Positive and energetic personality with a strong desire to make a difference and committed to student learning and development.

Christian commitment:

- Role model and witness to a Christian lifestyle
- Motivate, through good example, meaningful prayer and Liturgical experiences
- Promote a positive, charitable spirit and nurture a Christian environment within the school community; interact with families promoting the total Christian education of the student
- Work openly, creatively, and cooperatively with the principal and other members of the staff
- Remains calm under pressure, never displaying unjust anger, animosity, or lack of consideration

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodation.

Print name: _____

Signature: _____ Date: _____