

1400 Parkmoor Avenue, Suite 200, San Jose, CA 95126, 408.790.9432

## **Job Description: 49ers STEM Leadership Institute Program and Technology Manager –Middle School**

### **Program Overview**

The 49ers STEM Leadership Institute (SLI), created in partnership with the San Francisco 49ers, Silicon Valley Education Foundation (SVEF), and the Santa Clara Unified School District (SCUSD), is a six-year program that will prepare students with high academic potential to be outstanding.

SLI began in Summer 2014 with a cohort of 60 incoming seventh grade students. A new cohort of 60 incoming seventh graders is selected through a competitive application process each year, and students advance with their cohort to the next grade level. A total of approximately 360 students from grades 7 – 12 participate in the SLI program, located at two state of the art digital fabrication labs at Cabrillo Middle School and Santa Clara High School in the Santa Clara Unified School District. Students complete a rigorous college preparatory curriculum, engage in STEM projects and competitions, and participate annually in 300+ hours of additional learning time.

### **Position Description**

The Program and Technology Manager will work closely with the SLI Program Director to implement and operate the 49ers STEM Leadership Institute at the Middle School level (7-8<sup>th</sup> grades). Responsibilities include but are not limited to:

- Collaboration with SLI Program Director and other SVEF staff in establishing and executing sustainable program policies and systems that are mission aligned.
- Planning and administration of day-to-day logistics for the SLI program: scheduling, purchases, student/parent communication, lesson planning, and preparing for competitions and events.
- Management of usage, operations, and upkeep of digital fabrication lab facilities and machines for all audiences (including teacher training); and continued tracking of lab usage and impact.
- Supervision and instruction of students alongside SLI teaching team and administrative staff, including ongoing support of students during optional Open Lab sessions.
- Support of SLI teaching team: monitoring of collaboration time, guidance of proposed extended hours curriculum, and focus on lab curriculum and classroom integration.
- Maintenance of technology devices and usage (iPads, MacBooks, ChromeBooks).
- Recruitment, engagement, and retention of university and industry mentors, education and business community collaborative opportunities, volunteer networks, guest speakers, field experiences, and other partners.
- Support of non-SLI teachers' usage of digital fabrication space and other school site partnership needs.
- Continuous monitoring of developments in the STEM Leadership arena and introduce new ideas to further the growth and development of the SLI program and its students.
- Adherence to all additional staff responsibilities as pertains to SVEF.

### **Qualifications**

- A Bachelor's degree or equivalent experience and at least three years of classroom or school site management experience.
- Ability to work independently and without direct supervision.
- Strong skills in project management, time efficiency, organization, written and verbal communication.
- Quickness to adapt and learn; strong work ethic as part of a team.
- Commitment to the mission, vision and core values of SVEF and the 49ers STEM Leadership Institute.
- Clearance to work with public school students via TB testing, background check and live scan fingerprinting.
- Willingness to perform some required evening and weekend work.
- Familiarity with technology and Google/Microsoft environment required. Comfort with digital fabrication and makerspaces strongly preferred.
- Possession of a teaching credential and Bachelors degree (minimum) in a STEM field and strong experience working in education spaces strongly preferred.

### **Preferred Start Date and Salary Parameters**

Preferred start in April 2020. Salary commensurate with experience with generous benefits package

### **Application Process**

Applicants must send both cover letter explaining your interest and a resume to [hr@svefoundation.org](mailto:hr@svefoundation.org).