TAF

Teacher Scientist Program Coordinator

DEPARTMENT	Education Team
REPORTS TO	Executive Director of Education
CLASSIFICATION	Full-time
SALARY	$40K-45K full-time
LOCATION	Seattle

SUMMARY

TAF's TSP Program aims to expose students to STEM industries through a collaborative environment between volunteers (scientists) and teachers in the classroom. Industry volunteers bring their knowledge and expertise to students enabling students to apply what they are learning in the classroom to real-world applications. The TSP Program Coordinator will play an active role in expanding the TSP program within current and new TAF schools throughout King and Peirce County. This will be accomplished by implementing and maintaining program goals through the oversight of program coordination which includes volunteer management, scheduling and structuring classes, and curriculum execution. The TAF Teacher-Scientist Partnership (TSP)TSP Program Coordinator reports directly to the TSP Program Manager and works closely with TAF Education Team staff, as well as TAF schools and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Uphold program overview, evaluation metrics, and indicators of success

- Oversee TSP programs implementation of the TSP curriculum in assigned classes at WMS

- Support at different partner schools within King and Pierce County support

- Collaborate with teachers to identify appropriate classes to engage with, evaluate program effectiveness and serve as a point of contact between volunteer and staff

- Manage and foster relationships between volunteers, teachers, administration, and staff

- Coordinate the Teacher-Scientist Program (TSP) and its industry volunteers; match volunteers to STEM classroom activities and projects, manage volunteer needs including planning and scheduling

- Maintain TSP Database with volunteer hours and participant records

- Assist volunteers with the implementation of the TSP curriculum

- Identify students' professional and college interests to improve student matches with TSP opportunities and classes
Implement pre/post surveys within classes

QUALIFICATIONS

Required Education, Experience, and Competencies.
- Excellent written and oral communication skills with demonstrated ability to speak and write clearly.

- Familiarity working in diverse and multicultural and bilingual environments.

- Create positive relationships with TAF schools, staff, and industry volunteers

- Exceptional attention to detail and organizational abilities

- Work well with limited supervision, independent problem-solving skills and ability to multi-task

- Patience and flexibility to respond to the changing needs of students, teachers, and administration

- Pass all required criminal and child abuse background checks

- Possess a valid Washington State Driver's license.

Preferred/Desired Education, Experience, and Competencies.
- Computer science knowledge in python, Javascript, HTML, CSS, Raspberry Pi, web development, app development, game development and Artificial Intelligence is a plus.

- Experience in education, school districts, non-profits and/or computer science industry
- Experience in Microsoft & Google Suite
- Experience in classroom or program management
- Ability to physically reach multiple StembyTAF partner sites for support