**Brandeis Marin**
**Design Lab Coordinator**

**Overview:**
We are seeking a unique candidate who has both the heart of a teacher, and a deep knowledge about design thinking, 2D & 3D design, STEAM, building, coding, engineering, project-based learning and tinkering. This candidate has a passion for igniting children's curiosity, and also loves inspiring teachers to move outside of their comfort zones.

The Design Lab Coordinator reports to the Director of Technology and helps communicate the school's vision for our making and design curriculum to the faculty, parent body, Board and larger community. There are four major parts to this position:

**PART 1: DESIGN LAB TEACHER:** Teach weekly classes, electives and after-school classes
- Develop and teach 2x/week design classes for 6th & 7th Grade.
- Develop and teach a 2x/week design elective for 7th & 8th Grade.
- Lead several after-school Design Lab classes for grades 2-6 each semester.
- Post class assignments for students, maintain a gradebook and write progress reports & report cards.
- Attend faculty and division meetings, all-school events and perform weekly lunch or recess duty obligations.

**PART 2: DESIGN LAB MANAGER:**  Develop, manage and maintain Design Lab classroom and materials.
- Possess a working knowledge of tools and equipment
- Purchase and maintain appropriate tools and supplies for Design Lab and classrooms
- Manage inventory and handling of materials and consumables
- Maintain a clean and organized lab and project storage space
- Perform equipment and facilities repairs and preventative maintenance
- Manage Design Lab calendar and equipment use

**PART 3: CURRICULUM INTEGRATION & FACULTY SUPPORT:**  Collaborate with faculty to create projects and curriculum that integrate project-based learning, design thinking and Maker/STEAM with Jewish Studies and Core Academics.
- Work with grade level teaching teams (K8) to design project based learning units that bring the "real world" into the classroom.
- Work alongside grade level teaching teams to integrate Design Thinking into preexisting units.
- Integrate 21st century technology seamlessly into Design Thinking projects (3D Printing, Coding etc.)
- Pursue appropriate professional development and remain abreast of changes in education and the discipline

**PART 4: TECHNOLOGY HELP DESK:** Support faculty and students with hardware and software issues.
- Troubleshoot issues related to faculty and student laptops, tablets, printers, wireless network, classroom projectors, software, document cameras and other devices.
- Support faculty and students with our various campus systems. (GAFE, Schoology, Filemaker, etc.)

## GENERAL SKILLS, KNOWLEDGE AND APTITUDES:

- Bachelor degree required, preferably in Design Engineering / Design Technology / Mechanical Design.
- Energetic, patient and inspiring teacher and leader.
- Experience with implementing technology and multimedia in the classroom.
- Knowledge of and/or experience in independent schools.
- Clear alignment with institutional objectives, strategies and goals.
- Highly collaborative and team-oriented style.
- Excellent interpersonal and communication skills.
- Excellent organizational skills and experience managing multiple priorities and deadlines (i.e. student comments, grades).
- A proven commitment to the development of young people as individual learners.
- Interest in curriculum development within and across disciplines.
- Knowledge of and background in a range of technological areas such as 3D printing, maker projects, computer-aided design, academic and administrative computing including programming languages.
- Respect and understanding for the educational needs of K-8 students at a Jewish Day School
- Passion and knowledge about the use of technologies to support creative, innovative and engaged learning.
- Ability to collaborate, to be a team builder and mentor who is skilled at leveraging the talents of others, problem solving and the ability to harness creativity and translate this into effective curricular programming
- Relevant industry, job or hobbyist experience with a hands-on approach using maker skills such as woodworking, coding, electronics, sewing, etc.
- Ability to improvise with the use of hand tools, electronics, computer software, hardware and various other technologies
- High ethical standards and discretion
- Experience working in an innovation-oriented setting / nonprofit setting strongly preferred.
- Flexibility to work some nights and be present at specially scheduled weekend events.

*(The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. Brandeis Marin reserves the right to change any of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective.)*

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