Innovation Lab (iLab) Manager

Position Description

The Innovation Lab (iLab) plays a crucial role in forwarding the mission of Sea Crest School. The iLab manager is the linchpin in our mission to *provide the best in innovative education to inspire and empower our learners to engage curiosity, express creativity, act with compassion and lead with courage*. This title encompasses many roles, including mentor, coach, project planner, industrial designer, equipment operator, safety expert, software guru, instructor and everything in between. Above all else, your job is to encourage our students to believe in themselves and provide the real-time support and guidance they need to make progress on their projects. The iLab manager works in many ways to ensure that the iLab is an environment where ideas are not just nurtured, but realized.

Responsibilities
- Creating a fun, safe and engaging environment for students
- Making yourself available to students for questions and assistance
- Assisting students with their projects and in safely using equipment
- Brainstorming project design ideas and curricular planning
- Building community through student engagement
- Materials and consumables inventory and handling
- Maintaining project storage space
- Maintaining a clean and organized iLab
- Performing equipment repairs and preventative maintenance
- Possessing a working knowledge of tools and equipment
- Performing general facilities maintenance and repair
- Performing consulting, training and prototyping services
- Coaching, mentoring and training faculty and staff
- Learning, knowing and enforcing all iLab and Sea Crest rules and policies
- Completing daily iLab checklists
- Managing iLab calendar and facility use
- Planning and instructing two iLab integrated middle school Exploration class offerings per trimester
- Leading two after school student Maker Club sessions per week

Requirements
- Relevant industry, job or hobbyist experience
- Strong collaboration skills to work closely with teachers and other experts in the field
- Mentoring, student aide or teaching experience
- Intermediate computer skills, including proficiency with the Internet, email, Google Apps, Microsoft Office, modeling and design software
- Facilities maintenance and repair experience
- Ability to quickly learn new software applications
- Ability to effectively communicate iLab and student issues
- Strong organization skills with attention to detail
- Enjoy the process of learning/sharing knowledge and skills
- B.A.

Salary and Benefits

The salary will be competitive and commensurate with the qualifications and experience of the successful candidate.

Procedure for Filing an Application

A cover letter explaining qualifications and reason for wanting to work at Sea Crest in particular, resume, and a minimum of three references (with contact information) should be forwarded to:

Michelle Giacotto, Director of Learning & Teaching - mgiacotto@seacrestschool.org

or Michael Thompson, Director of Advancement - mthompson@seacrestschool.org

Sea Crest School

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