Title: STEAM Programs Coordinator
Department: STEAM
Reports to: Dean of Faculty and Academics

Position Purpose

To coordinate the School's STEAM program vision and mission in alignment with Madeira's unique and transformative student experience. The Coordinator is integral to the design and support of the STEAM Program, teaching computer science and/or engineering courses, and serving as a liaison with the project managers to ensure the appropriate design of new program space.

Key Accountabilities

- Works with the Dean of Faculty and Academics and key faculty to create a collaborative culture to design, build, and deliver the STEAM program curriculum.
- Helps design and develop programs related to STEAM topics and creates opportunities for STEAM teachers.
- Manages a load of up to 21 of 28 blocks of a combination of teaching (computer science or engineering - 6 blocks), facilitating activities, and on-campus professional development and collaboration.
- Teaches coding, engineering and STEAM Fundamentals; continues to develop STEAM Fundamentals coursework and curriculum; develops robotics program and opportunities.
- Works in collaboration with faculty and staff across departments to integrate STEAM opportunities throughout the curriculum.
- Serves as Madeira's STEAM spokesperson.
- Serves as the STEAM liaison with project managers to ensure the appropriate design of new STEAM program space.
- Manages the STEAM budget.
- Develops policies and procedures such as safety guidelines; coordinates vendor contracts with the Innovation and Information (I2) Department.
- Works collaboratively with a team of faculty, colleagues, administrators, and parents and develops a network of relationships with key stakeholders and organizations to further Co-Curriculum internships and other opportunities for faculty and students to immerse in STEAM-related areas.
- Accompanies students to competitive events to showcase STEAM projects.
- Provides regular updates about the impact, progress, and challenges of the STEAM Program.
- Performs all duties associated with advising including participation in first-year advisor orientation program and serving as a student advisor in subsequent years.
- Other duties as assigned

Position Requirements		
Skills & Knowledge	**Experience**	**Education**
• Strong leadership and team building skills; demonstrated ability to handle high pressure situations	• A minimum of three to five years as a STEAM professional	• Master's Degree or higher
• Excellent interpersonal, communication, collaboration, analytical, and organizational skills	• Proven experience in developing project-based learning programs	• Engineering, science or technology degree preferred
• Reflective, committed to ongoing professional development, and open to feedback	• Preferred experience working at the high school level	
• Proven ability to work independently and as part of a high-performing team with exceptional initiative and judgment	• Experience leading robotics projects and/or teams	
• Proven ability to design diverse STEAM activities and create fun and engaging learning environments		
• Proficiency in computer languages, web design methods, data management systems, and basic computer applications (e.g., Word, Excel, Access, PowerPoint); willingness and ability to learn additional applications as needed		
• Ability to use and adapt to a wide-array of technology as tools to support and deepen student learning and instruction		
• Knowledge of how girls learn; ability to apply principles of mind, brain and education science		
• Ability to demonstrate growth mindset, optimism, and belief that all students can learn		
• Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population		

Disclaimer: 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. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be consulted and notified of any changes before they become effective.