



## Employment Opportunity

<u>Job Title:</u>	Director of STEM Education
<u>Location:</u>	ETHOS Innovation Center, 1025 N. Michigan St. Elkhart, IN
<u>Salary:</u>	Commensurate with experience
<u>Start Date:</u>	As soon as possible

### About ETHOS Innovation Center

ETHOS Innovation Center helps children and adults engage with science and technology through hands-on programs. We offer opportunities to connect science to everyday life through problem-solving, discovery and critical thinking. We help classroom teachers and their students exceed benchmarks set by national standardized tests. Our professional development curriculum empowers teachers with techniques and tools to turn lessons into tangible, exciting concepts that students can touch, see, inquire about, and understand.

### Primary Job Responsibilities:

1. Communication. Facilitate communication with targeted regional school systems and their administrative teams to direct and support efforts for STEM in the grades K-12. Also, facilitate communication with teachers to develop buy-in and empowerment for STEM and pathways framework.
  - a. Dedicate no less than an hour biweekly or multiple short communications, to meet with administrative team members of each school district.
  - b. Allocate time during initial startup with a new school to meet with teachers as appropriate (grades K-12). No less than one meeting each month.
  - c. Create a cohort of teachers per school, coordinating with ETHOS STEM education team to ensure complete school coverage No less than one meeting each month.
2. Assist in the direction and support of Professional Learning Communities (PLC) / cohorts to be used towards STEM and pathways efforts.
  - a. Communication in person or online with staff in the PLC's/ cohorts monthly.
  - b. Provide additional support times to teachers monthly.
3. Direct professional development to facilitate the growth of cohorts which use inquiry instruction, leading to the development of cross-curricular practices, utilizing the PLC's/ cohorts to develop a teacher training teacher methodology and peer support.
  - a. Organize Science Inquiry training events,
  - b. Provide support in PLC/ cohort meetings for Science Inquiry, Science Integration with ELA and Math, and STEM questions.
  - c. Expose all teaching staff to STEM and Science Inquiry instructional practices.
4. Develop, support, and facilitate the adaptation of science curriculum into the school learning management system (LMS).
  - a. Assess core science state and national standards in each grade-level to determine essential learning experiences.

- b. Develop materials list to provide the essential equipment and disposable materials, for example, science kits, needed to conduct inquiry science, using the essential learning experiences.
  - c. Develop a master list of online videos, tutorials, and inquiry hooks for teachers to use to introduce or engage students in the essential learning experiences.
  - d. Develop short online science engagers for teachers to use within their lessons.
  - e. Develop virtual field trips as a resource to supplement the teacher's lessons.
5. Assist in the facilitation of teacher computer training as required by the Indiana DOE.
- a. Check against state checkmarks for compliance, and suggest / make changes as needed.
  - b. Communicate with service providers and help arrange training events.
6. Support ETHOS operations where background, talent and professional development requires engagement.
- a. Attend and contribute to weekly ETHOS STEM Education meetings.
  - b. Determine ways to expand STEM education
  - c. Assist with product development
  - d. Participate in the STEM Education community (conferences, training events, etc.)
  - e. Participate in (self) STEM / Education professional development annually, for personal growth, related to your role.

Interested candidates may apply for by sending a resume, cover letter detailing specific qualifications, and salary requirements to: [HR@ethosinc.org](mailto:HR@ethosinc.org) (please include position title in subject line) -OR- by mail: ETHOS Innovation Center, Attn: Human Resources, 1025 N. Michigan St., Elkhart, IN 46514

## Performance Rubric

Criteria	Poor	Sub par	Target	Exceeded expectations
Communication	Partial	Biweekly or monthly contact relevant to needs	Average Multiple (2+) or 1+ hour biweekly with administrative partners	Weekly touch base with the administrative team, with monthly allotment of an hour to be used at admin discretion.
Communication	Partial	Semester meetings with teachers in each junior high and high school during academic year	Monthly meetings with teachers in each elementary building during six academic months.	Monthly online or in person meetings with teachers in all buildings, August through May, with additional surveys.
PLC (year 1)	Partial	Meet with each PLC over the course of an academic year	Meet monthly with all PLC's in planned and guided sessions, geared towards STEM and/or integration.	Meet monthly with all PLC's in well planned and guided sessions, geared towards STEM and/or integration. Provide follow up to questions and surveys.
PD	Partial	Provide a training opportunity in Science Inquiry for teachers.	Annual Science Inquiry training event for STEM teachers	Annual Science Inquiry event for STEM teachers and selected teachers from various elementary schools, followed by monthly Science Inquiry support sessions and additional training opportunities in PLC's.
PD	Partial	Establish multiple cohorts across the district.	Develop informal cohorts of grade level teachers and/or cross curricular subjects teachers.	Develop formal cohorts of teachers in grade levels and/or buildings.
PD	Partial	Training with regards to good science practice.	Training with regards to Science Inquiry.	Training of teachers with regards to Science Inquiry and Science Integration.
Science Inquiry Experience	Partial	Determine core standards for grade level.	Determine core standards and create a Science Inquiry lesson for each grade level.	Determine core standards and create an integrated Science Inquiry lesson for each grade level.
Science Inquiry Experience	Partial	Produce materials lists for some Science Inquiry core standards lessons.	Produce material lists for all Science Inquiry core standards lessons.	Material list complete with costing and LMS component in place.
Coding	Partial	Provide opportunity for online training for teachers.	Assist in communicating online resources for teachers to be coding compliant.	Insert coding components in each cohort to enhance the course content.
Coding	Partial	Allow an optional training event at ETHOS.	Provide training events at ETHOS or in schools to allow teachers to meet state coding requirements	Provide training events at ETHOS or in schools to allow teachers to meet state coding requirements with online support in place.