



Virtual STEM Site Director Role and Responsibilities

Our mission is to expose a diverse population of young girls to a high-quality STEM curriculum that inspires confidence in their pursuits of learning throughout the year.

The Site Director assumes overall leadership of a Virtual STEM Cohort, including staff coordination within their weekly operations. Site Directors provide leadership and instructional supervision for staff, interact weekly with Project Scientist Program Leadership, and possible STEM Superstars. Site Directors also work closely with their teams, developing the creative and fun STEM-orientated environment that empowers young girls to develop a deep love of learning and confidence in STEM. Site Directors are problem-solving managers consistent with fine-tuning virtual and operational logistics, ensuring program efficiency, and executing a successful STEM experience. You will bring your own flair and expertise to create a cohort specific culture that will add value to the Project Scientist vision and mission.

All Site Directors will be required to attend virtual training sessions. These are **mandatory**. Those unable to commit to a training session will be evaluated on a case-by-case basis. Training schedule will be released after an interview has been completed.

Virtual STEM Site Director responsibilities include:

- ***Oversee Operational Logistics***
 - Personalize welcome presentations for your cohort(s), including welcome icebreakers, games, show and shares and mindful moments each week.
 - Make sure all teachers are well equipped in their breakout classrooms.
 - Assist with gathering photos, videos and quotes from students for the Project Scientist marketing team.
 - Welcome guest STEM Superstars and facilitate Q & As with the students.
- ***Plan, Drive and Execute***
 - Run the Virtual STEM Program. Create a high energy, fun and positive experience for all students including ensuring all staff are ready and aware for STEM Superstar, Virtual Expeditions, Monthly Student Celebrations, etc.
- ***Coach and Develop, Team Build and Inspire***

- You will be positive and energetic in leading staff, ensuring quality instruction, and overall performance and culture.
 - Check in with STEM Teachers & STEM Fellows as needed to learn what worked / didn't work and prepare teachers for the next session.
 - Communicate key learnings in writing to Project Scientist Program Leadership to share with other sites through Slack.
- ***Deliver on Customer Satisfaction***
 - Develop relationships with class visitors and communicate with the Project Scientist Leadership team to ensure needed communication and updates are provided to parents & families.
- ***Classroom observation and feedback***
 - Have a collaborative approach and communicate reflections weekly with Project Scientist Program Leadership.
- ***Safety and Inclusion***
 - Build and maintain a safe and inclusive environment where all students and staff can thrive.

QUALIFICATIONS:

- Teaching credential or equivalent work experience
- Experience working with K-8th grade children
- Previous experience leading teams (Management experience a plus)
- Proven ability to effectively delegate, follow up and communicate direction
- Demonstrates ability to assess talent, coach, develop and manage performance
- Demonstrates ability to manage and deliver on complex and competing priorities with time management and organizational skills
- Skilled at engaging all girls in a meaningful way

ABOUT US:

At Project Scientist, our promise is to educate, coach, and advocate for girls and women with an aptitude, talent, and passion for STEM. Through engagement of top STEM companies, universities, teachers and hands-on curriculum our girls discover the endless opportunities available to them in STEM.

- The only focused effort of its kind, Project Scientist is designed to create a STEM pipeline starting with girls as young as 4 years old to advance girls and women in STEM.
- We create a captivating learning environment that inspires girls to innovate through a hands-on STEM experience.

- We believe there is an Einstein in EVERY neighborhood.
- We encourage girls to embrace failure as part of innovations & provide the support girls need to overcome it.
- Girls are immersed in a community with like-minded individuals who enjoy exploring the sciences and celebrating their accomplishments. The girls also acquire the leadership skills needed to thrive in today's competitive STEM environments!

To apply for the Project Scientist Site Director role:

Please email your résumé to hire@projectscientist.org.

Applications will be accepted on a rolling basis. Qualified candidates will move forward with a phone/Zoom interview with Project Scientist Program Leadership. You will need to complete all onboarding and compliance training as needed for the role. Any employment is contingent on the successful completion of a background check.

Project Scientist is an Equal Opportunity Employer and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, gender, national origin, age, disability or genetic information. If you will need reasonable accommodations for the interview process, or have any issues with the application, contact us at hire@projectscientist.org.