



**DIVERSITY. EQUITY. STEAM.**

**Title: Manager or Director of STEM Education**

**Role: Lead Teaching Institute and STEAM Curriculum Development**

***About Us:***

**Our purpose:** To ignite and cultivate STEM confidence in ALL girls.

**Our promise:** She'll be ready. Preparing girls for a STEM-confident future.

**Our Vision:** Educate 500,000 girls in STEM programs and careers by 2040.

***Project Scientist Team Values:***

**Team First:** we support each other

**Accountability:** responsibilities are assigned and accepted

**Growth Oriented:** we are humble, coachable, and willing to learn from our experiences

**Determination:** we persist in the face of difficulties

**Integrity:** we are honest, and we keep our word, ALWAYS

***Dedicated to Diversity, Equity, Inclusion, and Belonging:***

At Project Scientist, we value the diverse experiences, backgrounds, identities, and perspectives that our employees contribute to advancing STEM equity for all girls. We operate with integrity, are growth-oriented, and are determined to hold each member of our organization accountable for creating safe and inclusive workplaces that allow us to be our authentic selves. We are committed to promoting the personal and overall well being and sense of belonging of our students and team first.

***The Role:***

Do you dare to reinvent the future of STEM education for girls?

At Project Scientist, we aim to ignite and cultivate STEM confidence in ALL girls. As a Project Scientist team member, you will blaze a new trail to transform the way girls view the field of STEM and who a scientist is. You will feel challenged and inspired to do breakthrough work while collaborating with top talent.

As our Manager/Director of STEM Education, you will plan and deliver best-in-class workshops as part of our STEAM Teaching Institute focusing on math, gender, and racial equity. You will share your passion and confidence in education with teachers through training and inspiring others. You should be comfortable with Educational technology with knowledge of STEM teaching methods, including Common Core Math and Next Generation Science

Standards. You have experience and take great pride in delivering culturally and gender responsive pedagogy in STEM subjects. This position will represent Project Scientist nationwide at in-service teaching events, conventions, and teacher workshops, serving as trainer, STEM content developer and expert under the direction and mentorship of our Chief Program and Impact Officer. Candidates must get energy from staying up to date on the latest in STEM education research, possess leadership qualities, clear communication skills, and an entrepreneurial mindset.

The manager or director of STEM Education supports the CPIO in positioning PS as a leader in equitable STEM education and teaching strategies, using technology for equity in education and training and diversity in STEM workforce development. They may also collaborate with the CPIO on published papers and maintain national and international partnerships and relationships with institutions like NSF, NIH, Dept of Ed, Sci Girls, National Girls Collaborative, Caltech, etc. You will benefit from having a growth mindset, patient and can-do attitude, and hardworking ethic for this rapidly scaling organization.

What you'll do:

- Continue to ensure that our Teaching Institute is implemented with Fidelity as related to our 3 modes of service.
- Support the CPIO in seeking and maintaining accreditation for CEUs via documentation support, etc.
- Train and provide feedback for seasonal staff, interns, and partner teachers as appropriate.
- Support teachers growth in gender equitable teaching strategies, unconscious bias, teaching with equity, SEL, math, and virtual STEM teaching tools
- Perform specialized activities of a programmatic nature in direct support of the accomplishment of program objectives and protocol as well as recommend updates to student-facing STEM content.
- Ensure that STEM curriculum is implemented according to true STEAM and PBL guidelines
- Evaluate teachers and share feedback to teaching staff and act as a coach to seasonal staff (teachers).
- Attend all SciGirls training, educate teaching staff on SciGirls tactics, Project Scientist curriculum, and best practices for a virtual / hybrid environment.
- Note: The intent of this job description is to provide a representative summary of the major duties and responsibilities. Employees may be requested to perform job related tasks other than those specifically presented in this description.

## Skills You Will Need Here

- Master's degree required in Math or Science Education or a closely related field.  
*Advanced Certificate, Doctoral studies, or degree preferred*
- Elementary or secondary Teaching certification required (Math certification preferred)
- Minimum of 7 years of successful Teaching Experience and demonstrated success with implementing and identifying culturally responsive and equitable teaching practices with underserved populations
- Minimum of 3 years Leadership or Teacher Education experience
- Experience leading PD and workshops for educators
- Strong organizational skills and the ability to adapt and work well under pressure in a fast-paced, multi-task environment.
- Experience with PBL and STEAM or STEM curriculum development and excellent written and verbal communication skills
- Director level (Proven leadership and greater than 10 years experience)-Ability to mentor and manage 1 full-time direct report and between 5 and 10 seasonal staff, providing training and support where needed
- Manager level (Proven leadership and 7 years experience)- Ability to collaborate, coach, and support seasonal staff (potential for director level growth)
- Ability to coordinate and organize meetings and/or special events, independently coordinate day-to-day aspects of a specified program activity, conduct program planning, implementation, execute implementation of effective operational/administrative policies and procedures specific to the achievement of the objectives of the program. Support Sr. Program manager or Director in leading and training seasonal staff and/or students.
- Capable of gathering data and generating reports. • Capable of using personal computers and related software applications. • Capable of organizing resources and establishing priorities, maintaining records, writing and editing academic documents
- Experience with and ability to manage an online learning platform and lead virtual or in person teacher meetings
- Relate to and interact with a diverse student and employee population
- Ability to work within a team, independently, and virtually
- Ability to balance competing requirements and needs of client organizations.
- A commitment to help underrepresented youth grow, learn and connect to STEM in the pursuit of gender parity in STEM careers
- Ability to work remotely
- Ability to connect with and encourage youth ages 4-24
- Ability to travel up to 30% (US and Mexico)
- Residence in MN or NC preferred
- Teacher Leader experience

**Benefits**

- 100% Paid Medical, Dental, Vision
- 403 (b) Matched Retirement Plan
- Flexible schedule
- Ability to work remotely
- PTO
- Wifi / Mobile phone stipend
- Maternity/Paternity Leave
- Free Project Scientist tuition for children

Final offers of employment are contingent upon completing a background check that may include employment history, national criminal background check, national sex offender registry search, and a driving history check.

Project Scientist does not discriminate based on race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship \or any other basis prohibited by law in any of its policies or programs.

Our goal is to maintain a company culture where each individual, regardless of background or identity, feels safe, respected, and valued as a leader or contributor to our organizational mission, vision, and purpose. We strive to be an example for other organizations seeking to create diverse, equitable, inclusive and belonging working environments, systems, and processes.

**Apply on our website for consideration for current roles. You may also send your resume to [shana@projectscientist.org](mailto:shana@projectscientist.org) and/or [hiring@projectscientist.org](mailto:hiring@projectscientist.org)**