Engineering Program Coordinator/Curriculum Specialist wanted!

Job Description

Are you energetic and fun-loving? Do you have a passion for engineering? Do you have experience teaching children? If you answered ‘yes’ to these questions, STAR Education may be the perfect opportunity for you! We are looking for an Engineering Program Coordinator and Curriculum Specialist to create hands-on engineering lessons to be taught at elementary school engineering programs throughout Los Angeles.

If you have a passion for STEAM Education (Science, Technology, Engineering, Arts, and Math), have experience teaching children, and have a background in engineering, we want to hear from you! We have a tight-knit Science department that creates Science, Gardening, and Engineering programs, and we’re looking for someone who will be a great fit and thrive in this fast-paced and dynamic environment.

Job Responsibilities

The Engineering Program Coordinator and Curriculum Specialist will:

- Write curriculum for both daytime and afterschool elementary programs.
- Oversee afterschool programs, including staffing classes, assisting with hiring teachers, and ensuring high quality programs.
- Locate substitute teachers as needed, and serve as the substitute teacher when necessary.
- The Engineering Coordinator will teach 8-10 hours a week during the school year, as well as teach some weeks of summer camp.
- Contribute to brainstorming, planning, lesson writing, and maintenance of science and engineering programs.
- Support all STAR Events including the Bug Festival, Golf Tournament, and Earth Day.
Qualifications:
- Minimum of a Bachelors Degree; Engineering degree highly preferred.
- 1-3 Years of teaching experience or experience working with students in an informal or formal setting.
- 1-2 years experience managing staff and complex schedules.
- Responsible, efficient and flexible.
- Ability to work in a fast-paced, dynamic environment smoothly.
- Works well with co-workers under pressure to meet deadlines.
- Ability to lift 50lbs.
- Must have reliable transportation.

Position Details
- Full Time, with benefits after 2 month probationary period
- Hours 9-5:30, Monday through Friday
- $15-$20/hr, rate dependent on experience, education, and program.

Company Description
STAR Education, Inc. (www.starinc.org) is a non-profit educational organization that has been selected as a leader in innovative educational programming and community-based cultural enrichment projects for over 25 years. STAR Education's mission is to provide extended educational and enrichment programs to students; support and enhance school curriculum; improve student achievement; and expand the cultural base of young people through innovative, quality programs.

Interested applicants: e-mail resumes and cover letters to email address below.

CONTACT INFORMATION
Attn: Galena Robertson, science@starinc.org
Science & Engineering Department STAR Education, Inc.
NO PHONE CALLS OR FAXES PLEASE

Required license or certification:
- Driver's License