



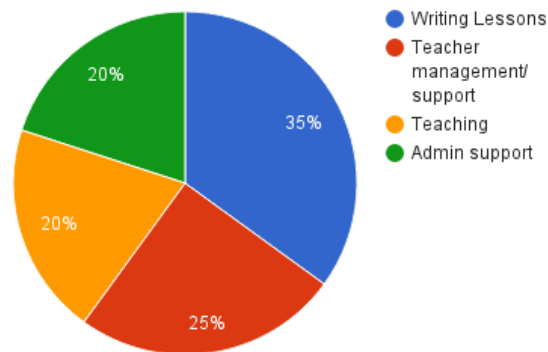
## Engineering Program Coordinator/Curriculum Specialist wanted!

### 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 Breakdown**



### 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](http://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](mailto:science@starinc.org)  
Science & Engineering Department STAR Education, Inc.  
NO PHONE CALLS OR FAXES PLEASE

Required license or certification:

- Driver's License