



Title: Lead STEM Educator

Classification: Non-Exempt – Full time

Reports to: Director of Education

Salary Range: \$19.95-\$21.50 per hour

Date: 1/6/2022

Background:

The Elementary Institute of Science (EIS) is a non-profit, student-centered organization that provides after-school, weekend, and school break "learning laboratory" classes for students in grades 2 through 8. All classes are designed to provide participants with scientific information and its direct application to their life and well-being. Students explore multiple topics including Biology, Chemistry, Environmental Science, Marine Biology, Health, Sustainability, Computer Science, Photography, Robotics, and Engineering. EIS encourages student involvement, innovation, and creativity through trial-and-error problem solving and teamwork. EIS is located in southeast San Diego about 20 minutes from UCSD and SDSU and across the street from the Euclid Avenue Trolley station. Our Mission: Inspiring A Love of Science and Creating Opportunity for Diverse Children and Youth.

Position Summary

The Lead STEM Educator is responsible for teaching all programs, develop lessons, organize supplies for classes and other support duties as needed. The Lead STEM Educator works collaboratively with the Director of Education, Curriculum Specialist, Program Coordinator, and Technology Education Coordinator to ensure the successful implementation of EIS educational activities at EIS, schools, and other outreach locations. The Lead STEM Educator interfaces in a professional manner with all internal and external customers.

Job Duties

- Teach all education programs, including but not limited to school programs at EIS and at school sites, afterschool/Saturday, camps, outreach, and other special events
- Implement engaging and consistent hands-on science programming to K-12 students during both in school and out-of-school programs
- Prepare and organize supplies for lessons and update online inventory
- Assist with the development and/or edits to lessons plans for all EIS programs
- Under the direction of the Curriculum Specialist, implement the Steps-2-STEM curriculum according to Next Generation Science Standards
- Participate in coding training and teach coding classes as needed



- Assist instructional staff with lesson plan development
- Supervise students during check-in, check out, breaks/lunch, before/after care
- Other duties as assigned

Knowledge, Skills and Abilities

- Ability to write and implement lesson plans.
- Strong customer/client relations skills, with the ability to interface effectively with racially, ethnically and economically diverse colleagues, supervisors, students, Board members, and members of the public
- Effective communications skills (orally and in writing) in English. Bilingual proficiency (English/Spanish) is preferred
- Ability to perform program administrative functions
- Strong organizational and time management skills
- Maintain confidentiality regarding personnel and student matters
- Proficient use of Microsoft Office products including Word, Excel, and Outlook; effective knowledge of and proficient use of cloud-based computing solutions
- Ability to work effectively in a face-paced environment with changing priorities, while maintaining professionalism and strong rapport with EIS team members, parents and partners
- Consistently maintain a professional demeanor, appearance, and work environment

General Duties

- Interface professionally with colleagues, visitors, staff and parents, always providing excellent customer service
- Follow EIS policies and procedures

Requirements

- A bachelor's degree, preferably in a STEM field
- Two years of teaching experience, preferably in science education
- Professional demeanor and work ethic
- Ability to work independently and as a member of a team
- Passion and commitment to EIS mission
- Must be eligible to work in the U.S.
- Proof of COVID-19 vaccination
- Pass a fingerprinting / background check and complete a Tuberculosis assessment
- Valid Driver's License, vehicle insurance, and clean driving record
- Reliable transportation

Preferred

- Bilingual/biliterate in English and Spanish

Work Environment



Work is regularly performed in an office environment and is regularly exposed to noise. When covering the reception area, the environment intermittently includes dozens of young children, instructors, community members, and parents.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to sit and stand; walk; use hands to type, finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time, permanent, benefited, non-exempt position. Standard days and hours of work are usually Tuesday through Saturday (Monday – Friday during school breaks or as needed). Usual weekday hours 8:00 a.m. to 4:30 p.m. or 10:00 a.m.-6:30 pm; Saturday hours 8:00 a.m. to 4:30 p.m.; School break camp hours 8:00 a.m. to 4:30 p.m. The position requires the ability to occasionally work during nonstandard hours to support meetings, events, and programs.

Travel

Limited travel within the San Diego/Southern California region

License, Certificates or Registrations

Valid California Driver's License; insurable in the State of California

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits

Full-time staff are eligible for a comprehensive benefits package with medical and dental insurance, paid vacation, paid holidays, paid sick leave, and 401k.

To apply

Submit a resume and cover letter to info@eisca.org with "YOUR LAST NAME: Lead STEM Educator" in the subject line. If your materials indicate a potential match for our requirements, we will contact you. Please, no phone calls to the office regarding this opening. Deadline to apply is 2:00 p.m. on Friday, January 27, 2022.

We are an equal opportunity employer. We promote and celebrate diversity and are committed to creating an inclusive environment for all employees as well as the people we serve.