



**Title:** High School Science & Technology Program Manager  
**Salary:** \$64,480/year

**Classification:** Exempt – FT  
**Reports to:** Executive Director

### **Background**

The Elementary Institute of Science (EIS) is a non-profit, student-centered organization that provides in-school, after-school, weekend, and school break STEM 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 in Southeastern 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 High School Science & Technology Program Manager is responsible for teaching, coordinating, and recruiting for all EIS Technology programs. This individual will develop lessons, organize supplies for classes, and other support duties as needed. The candidate will work collaboratively with the education staff to ensure the successful implementation of EIS technology programs at EIS, schools, and other outreach locations. The HS Science & Technology Program Manager interfaces in a professional manner with all internal and external stakeholders.

EIS offers intensive engineering and computer science programs for middle and high school girls. Our programs include Future Innovators in Robotics & Engineering (FIRE Up), Girls Take Flight (GTF), and Botball.

### **Job Duties**

- Inspire the next generation of female engineers and computer scientists through the implementation, and design of technology education opportunities for students in grades 2-12
- Teach or support instruction for Girls Take Flight, FIRE Up, Botball, camps, and/or school programs
- In collaboration with the education team, plan technology camps and school program content
- Develop and/or edit lessons plans for all EIS technology programs
- Offer coding training to EIS instructors
- Prepare and organize supplies for lessons and update online inventory
- Supervise students during check-in, check out, breaks/lunch, before/after care
- Recruit and manage registration for FIRE Up, Botball, Girls Take Flight, and Teton Science programs
- Plan and schedule field trips and guest speakers for FIRE Up camp and Girls Take Flight programs
- Support the Director of San Diego Institute of Science & Technology in building relationships with program partners, schools, colleges, and other educational partners
- Assist in compiling and reporting on project's progression and outcomes to funders



- Recruitment and supervision of instructors or support staff for the technology programs
- Manage EIS registration for all EIS programs
- Manage and update the website
- Other duties as assigned

### **Knowledge, Skills, and Abilities**

- Strong customer relations skills, with the ability to interface effectively with racially, ethnically and economically diverse colleagues, supervisors, students, Board members, and members of the public
- Knowledgeable on C/C++ or Arduino, or have a coding background
- Ability to write and implement lesson plans
- Effective communications skills (verbal and written) in English
- 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
- Always maintain a professional demeanor, appearance, and work environment

### **General Duties**

- Interact 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 full 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, exempt position with benefits. Standard days and hours of work are usually Monday – Friday or Tuesday through Saturday 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](mailto:info@eisca.org) with "YOUR LAST NAME: Institute Director" 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 opportunity.

***EIS is 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.***