

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

TITLE: MAKER SPACE COORDINATOR, HIGH SCHOOL
SCALE: Teacher Salary Scale
CONTRACT DAYS: up to 191

POSITION SUMMARY:

The Maker Space Coordinator is the face of the Maker Space and is responsible for planning, organizing, and executing makerspace-related programs in the High School. The primary areas of focus for this role will be coaching and training, coordination and collaboration, and continuous improvement and learning, whilst raising the profile of the Maker Space as a resource for the Shanghai American School. This position is based around a paradigm of student achievement - it focuses on standards, academic growth, and student's emotional health. It positions itself at the crossroads of technology, innovation, and engineering. This person must be passionate about what they do and have a clear vision of what Makerspaces should be and how they can reinforce the core content across departments.

The Maker Space Coordinator is vital to developing systems, processes, policies, and procedures (SPPPs) that allows SAS and its departments to drive academic growth while ensuring student safety and wellbeing. Its critical role is to ensure these elements are in place, continually refined, and followed. The Makerspace does not have an individual curriculum or its own standards, but instead has an objective of student growth in the content standards of departments it is working with.

The Maker Space Coordinator will integrate seamlessly with the STEAM department, and work with the HOD of STEAM, to deliver and support both teachers, and students in grades 9-12 with opportunities to experience STEAM & Design focused opportunities and experiences within their scheduled classes. Students working with STEAM teachers will learn central concepts in Robotics, Physical Computing, Electronics and various specific applications of Makerspace/Workshop skills across several academic disciplines. In addition to STEAM-specific skills, students will also strengthen their creative problem solving, critical thinking, collaboration, digital literacy, and communication. The successful candidate will be an experienced professional that can work alongside teachers to guide, plan and integrate projects that will involve these areas of expertise and support the growth and direction of all departments in the High School.

This role requires a high degree of autonomy, drive and passion toward technology and its applications in the real world. You will have a natural 'knack' in engaging with faculty and Maker Space support staff, patience to work with active inquiring minds, and the ability to break down complex problems into smaller digestible pieces. Candidates with previous industry experience are strongly encouraged to apply. Strong communication skills and the ability to inspire both faculty and students to innovate and create are essential.

SUPERVISED, EVALUATED BY & REPORTS TO:

High School Principal & HOD STEAM

JOB REQUIREMENTS

- Demonstrate a passion and expertise in facilitating and planning project-based learning experiences that involved the Maker Space equipment and pathways.
- Familiarity with engineering practices that can be applied at a High School level.
- Maker Space experience including but not limited to 3D modelling & design software, basic wood & metal working, CNC machining, Laser cutting & 3D printing.
- Ability to learn new hardware and software and upskill as necessary.
- Electronics and prototyping experience.
- Be eager to research and learn new programming languages and technologies.
- Facilitating workshops and training for faculty and students in areas including, but not limited to: making, tinkering, innovation, problem based learning, design thinking, and rapid prototyping.
- Researching, developing and prototyping innovative maker activities
- Providing inspiration and support for faculty and students in developing and implementing new innovative learning opportunities.
- Being committed to student learning, personal growth, and professional development.
- Develop, revise and manage all policy systems that keep the lab running and safe.
- Develop and implement lab policies and procedures on an ongoing basis.
- Infrastructure, capital, and consumable decisions/oversight as they relate to student achievement.
- Manage booking system to balance stakeholders needs with traffic flow.
- Meeting with staff about standards-aligned integrations.
- Managing safety training tracking system for staff and students.
- Manage equipment booking system for staff.
- Development/regular review of emergency injury procedures, training, and simulations.

DESIRED QUALIFICATIONS:

- Varied professional experience, either in classroom settings and outside of schools; Former entrepreneurs and professionals encouraged, having demonstrated ability to independently develop professional connections and skills
- Bachelor's degree in related field; advanced degree preferred
- Excellent organizational and interpersonal skills
- Genuine excitement for and ability to work with faculty and students.
- Experience using Laser Cutters, 3D Printers, and a variety of design software preferred.

PERFORMANCE RESPONSIBILITIES:

- Provide day-to-day instructional excellence to faculty.
- Actively Support and promote the school's mission and core values.
- Work cooperatively/collaboratively with faculty in project design and implementation of technology as it pertains to specific content standards.
- Liaise with faculty in the preparation of STEAM based projects and integration.
- Liaise with Maker Space Technician to keep materials stocked and available.
- Support STEAM HOD in running and long-term visioning of the Maker Space.
- Perform additional duties as assigned by the Principal and STEAM HOD.

SAS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contributions should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Protection at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Protection Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.