

SHANGHAI AMERICAN SCHOOL STIPENDED JOB DESCRIPTION

TITLE: ROBOTICS & INNOVATION K-12 ASSISTANT COORDINATOR (Puxi Campus)

STIPEND LEVEL: Category B (estimated 3 hours/week, 90-110 hours/year)

POSITION SUMMARY: Under the direction of the campus Deputy and the Director of Technology, the campus Robotics & Innovation Coordinator works to facilitate and coordinate campus-specific activities in support of the 3-Year Edge for Excellence Robotics Initiative. This individual collaborates with the Campus Deputy, the Director of Technology, the Educational Programs team, and the Robotics & Innovation Coordinator on the other campus to support ongoing work related to integrating robotics and robotics-related themes (computational thinking, coding, design) into curricular and co-curricular work on their campus K-12.

IDEAL CANDIDATE QUALIFICATIONS:

It is expected that candidates for this position will be highly qualified, have a strong interest in robotics, and be able to work with internal and external stakeholders in order to maximize the impact of robotics in curricular and co-curricular learning for our students.

- Experience and demonstrated understanding of a variety of robotics-related themes, including robotics, computational thinking, coding, design, or related fields
- Familiarity with robotics-related curricular frameworks, including ISTE Standards and Next Generation Science Standards and robotics competitions, including FIRST Robotics
- Experience leading teams and peer coaching, excellent interpersonal skills, and the ability to work collaboratively with teachers, students, parents and staff
- Experience coordinating teacher professional development

PARTIAL LISTING OF DUTIES AND RESPONSIBILITIES:

The person in this role is expected to perform the following duties above and beyond his or her normal responsibilities:

- Collaborates with the campus Robotics Coordinator to facilitate and coordinate campus work on projects and ongoing work related to the Edge for Excellence Robotics initiative
- Collaborates regularly with the Campus Deputy, the Director of Technology, the Educational Programs team, and the Robotics Coordinator on the other campus to ensure alignment with the school-wide Robotics Action Plan
- Coordinates with competition coordinators, club advisors, and student leaders to ensure consistency and alignment with the Robotics Action Plan
- Manages and coordinates campus robotics budgets and purchasing
- Participates in regular robotics stakeholder meetings at the campus level
- Helps to coordinate internal and external professional learning experiences related to robotics and robotics-related themes