



We are pleased to announce that we are seeking qualified applicants for the position of
STEM PATHWAYS EDUCATION COORDINATOR - Temporary

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 **STEM Pathways Education Coordinator - Temporary**
40 hours/week, Mon-Fri with flexibility, 201 days/year (pro-rated for the remainder of 2022-23)

LOCATION: High Desert Regional Education Center, Redmond

START DATE: As soon as possible

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, starting range \$22.73 - \$27.66/hr
 Benefits include family insurance package, sick leave and paid holidays, generous PERS contribution

QUALIFICATIONS: **DEFINITION**
 The STEM Pathways Education Coordinator (Coordinator) works with local school districts, CTE programs, higher education partners, nonprofits, and STEM industries/business partners to increase student awareness, interest, and preparedness to enter High Wage, High Demand STEM careers in Central Oregon. The Coordinator works closely with the STEM Hub Coordinator to accomplish the goals and objectives in the grants awarded by the Oregon Department of Education and private funders. Through this limited term position, the Coordinator will increase partnerships between PK-20 and CTE teachers and industry partners resulting in student experiences (classroom visits, guest lessons, site visits, field trips, job shadows, paid/unpaid internships, career fair participation etc.). The Coordinator will help align curriculum to industry standards and job readiness skills, expand dual credit offerings, and support teacher professional development.

QUALIFICATIONS

Bachelor's degree in education, social sciences, or a STEM-discipline and/or 3 years of relevant work experience. Coordinator is knowledgeable about PK-12 education practice, NGSS, CTE, applied learning and in aligning curriculum to industry standards and job readiness skills. Prior experience with program coordination, training/adult education, and organizing career fairs is preferred. Experience developing and conducting surveys and tracking and interpreting results, is preferred. Must have a passion for public education and a commitment to equity for children, youth, and families of all cultures, neighborhoods, and demographics. Must be able to take direction from multiple-stakeholders and work as times autonomously and other times in collaboration with others. Must be well-organized and possess strong communication skills (oral and written). Must have access to reliable transportation (and the ability and willingness to travel across tri-county region); consistent attendance is required. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

APPLICATION PERIOD:

Open until filled

CONTACT:

DIRECT YOUR INQUIRES REGARDING THIS POSITION TO
 Tracy Willson-Scott, 541.693.5775, tracy.willson-scott@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES D website www.hdesd.org or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Manager
 High Desert ESD
 2804 SW Sixth Street
 Redmond Oregon 97756
 Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDES D, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action, equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES D requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 10/21/2022

DIRECTOR OF HUMAN RESOURCES
Posting # C22-23/132

STEM Pathways Education Coordinator

Definition

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Classification Classified

Reports to Central Oregon STEM Hub Coordinator

Performance Responsibilities

1. Conducts meetings with elementary school, middle school, high school, CTE, and community college instructors to create strategies to align programming and curriculum with STEM computer science career pathways and career readiness skills.
2. Manages registration of educators in the Central Oregon STEM Lending Library and assists in using the resources to connect educators with opportunities to increase student experiences.
3. Tracks the creation of student experiences and conducts surveys to assess the value of internships to both students and employers; tracks other interactions between students and industry resulting from outreach
4. Works with institutions (high school and/or post-secondary) to secure credits for student experience
5. Works with community partners to coordinate teacher professional development
6. Works with community partners to hold and/or expand Career Fairs for STEM field professions, with an emphasis on attracting women and other underserved populations.
7. Participates in workgroups of the STEM Hub, Better Together, and Deschutes Children's Forest
8. Performs financial accounting relative to the grants, such as purchasing, reimbursements and creating MOAs.
9. Fulfill related duties as assigned

Terms of Employment: This is a limited-term position. Salary, benefits, and vacation are established by policy and contract.