

Columbia Gorge Educational Service District
Job Description – Director – Regional STEM Hub

Title:	Director – Regional STEM Hub
Department:	Regional STEM
Classification:	Administrator
Supervised by:	Superintendent or Designee
Work Year:	190 Days or as assigned by Superintendent

Job Purpose Statement:

Position Purpose: The STEM Hub Director will implement the Columbia Gorge STEM Hub Strategic Plan in collaboration with the STEM Hub Leadership team and CGESD leadership. The Strategic Plan focuses on three areas of work to create STEM-Literate, future-ready students: empowered educators, informed community, and engaged career partners. This work is done through collective impact, employing regional approaches to all efforts.

Job Qualifications, Licensure, Experience, and Certification:

- Bachelor’s degree with emphasis or comparable experience in a STEM field, marketing, management, or related area.
- Valid Driver’s License – Verifying Insurability
- First Aide Certification
- Valid Oregon Administrative License issued by Oregon TSPC - *preferred*
- At least two-years prior leadership or coordinator experience within the education, community, or non-profit setting,
- Experience and understanding about school district and system improvement efforts, including increasing academic achievement for students and enrichment activities through STEM
- Experience developing design, consulting, or support teams to effectively work with districts to advance family and community engagement, equity, and culturally sustaining education, and/or continuous improvement efforts.
- Familiar with the research and data mechanisms employed around STEM Education.
- Experience interacting with community, government, civic, business, and philanthropic leaders, along with media and community-based organizations.
- Other alternatives to the above qualifications as districts may find appropriate and acceptable.

Knowledge, Skills, and Abilities:

- Understanding of and experience with regional and state initiatives for improving Pre-K-20 STEM education, Career and Technically Education (CTE), and corresponding educational opportunities.
- Understanding of the mission and purpose of the Gorge STEM Hub and its potential impact on improving Pre-K-20 STEM education.
- Understanding of the importance of Pre-K-20 STEM education on the region’s economic growth and development.
- Successful history of group facilitation with different audiences in different settings.
- Excellent verbal, written, electronic, and interpersonal communication skills.
- Successful experience in project management and report writing.
- Understanding of Oregon’s Equity Lens and ability to interpret and incorporate this lens into STEM Hub decision-making and practices.

- Ability to manage partnerships with nonprofits, governmental agencies, business, and/or other community stakeholders.
- Ability to work with a wide variety of people and serve as an objective supporter and leader across all Hub counties, valuing each county, agency, and stakeholder individually and equally.
- Ability to travel between multiple worksites. Preferred: Holds valid driver's license. Quality of Work:
- Performs work with accuracy, thoroughness, and dependability.
- Demonstrates understanding of job requirements.
- Demonstrates the ability to learn and perform under changes in work or working conditions.
- Can be counted on to follow instructions and works well with a minimum of supervision.
- Demonstrates initiative in identifying tasks to be completed and willingly assumes responsibilities for their completion.

Essential Job Functions:

1. Ensure continuity of the STEM Hub's ongoing operations and projects.
2. Maintain consistent and transparent communications among partners to foster trust and cooperation.
3. Engage and collaborate with community members, other local collaboratives, educators, policy members, and funders in actively supporting the STEM Hub Strategic Plan.
4. Actively participate in Oregon's Statewide STEM Hub network, including monthly calls.
5. Coordinate with, and delegate to, STEM Hub staff.
6. Make informed decisions utilizing research, best practices and data relevant to STEM education.
7. Complete annual budgeting process and monitor spending throughout each year, to ensure funds are spent and claimed appropriately.
8. Seek additional funding, where appropriate, as guided by STEM Hub Leadership Team and Collaboration.
9. Ensure compliance with all state and federal mandates.
10. Perform other related duties, as assigned, to support the success of the Hub.
11. Maintains regular attendance and adheres to hours and days of assigned work

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Demonstrates professional character in all job responsibilities. Displays courteous, polite disposition, exercising tact and diplomacy. Maintains confidentiality in all aspects of the agency.
- Attend trainings related to professional growth to stay current on best practices.

Physical Requirements:

1. **In an eight-hour day employee may:**

- a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
- b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
- c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

2. **Employee may use hands for repetitive:**

- Single Grasping Pushing and Pulling Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

- Yes No

4. **Employee may need to:**

- a. Bend Frequently Occasionally Not at all
- b. Squat Frequently Occasionally Not at all
- c. Climb Stairs Frequently Occasionally Not at all
- d. Lift Frequently Occasionally Not at all

5. **Lifting:**

- Sedentary Work:** Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional standing/walking.
- Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date