



MADEIRA

Title: Director of STEAM Programs

Department: STEAM

Reports to: Academic Dean

Position Purpose

To direct and implement the School's STEAM program vision and mission in alignment with Madeira's unique and transformative student experience. The Director elevates the STEAM program through designing, building, and marketing the program; supporting the integration and professional development of relevant faculty; teaching computer science and/or engineering; and serving as the School liaison with building architects and project managers to ensure the appropriate design of new program space.

Key Accountabilities

- Works with the Academic Dean and key faculty to create a collaborative culture to design, build, and deliver the STEAM program curriculum.
- Helps design and develop programs related to STEAM topics and advise STEAM teachers.
- Manages a load of up to 21 of 28 blocks of a combination of teaching (computer science or engineering - 6 blocks), facilitating activities, and on-campus professional development and collaboration.
- Serves as Madeira's STEAM spokesperson and maintains a high level of public visibility.
- Acts as the School liaison with building architects and project managers to ensure the appropriate design of new STEAM program space.
- Supports Academic Dean in hiring, supervising, and evaluating STEAM program staff.
- Manages the fiscal operations including budget development and authorization of expenditures and works with the Development Office to secure additional program funding.
- Develops, implements, and maintains all necessary policies, procedures and agreements such as facility partnership agreements, safety guidelines, and vendor contracts in coordination with Innovation2 Department.
- Works collaboratively with a team of faculty, colleagues, administrators, and parents and develops a network of relationships with key stakeholders and organizations.
- Accompanies students to competitive events to showcase STEAM projects.
- Provides quarterly updates about the impact, progress, and challenges of the STEAM Program.
- Perform all duties associated with advising including participation in first-year advisor orientation program and serving as a student advisor in subsequent years.

Qualifications:

- Master's Degree in science, technology, engineering, or math
- 10+ years of professional experience including at least five years of teaching experience
- At least five years of proven supervisory, leadership, and team-building skills
- Outstanding communication skills

Miscellaneous:

- Serves as a member of the Department Heads Committee with associated responsibilities
- Ability to demonstrate growth mindset, optimism, and belief that all students can learn

Position Requirements		
Skills & Knowledge	Experience	Education
<ul style="list-style-type: none"> • Strong supervisory, leadership and team building skills; demonstrated ability to handle high pressure situations • Excellent interpersonal, communication, collaboration, analytical, and organizational skills • Reflective, committed to ongoing professional development, and open to feedback • Proven ability to work independently and as part of a high-performing team with exceptional initiative and judgment • Proven ability to design and oversee diverse STEAM activities and create fun and engaging learning environments • Proficiency in computer languages, web design methods, data management systems, and basic computer applications (e.g., Word, Excel, Access, PowerPoint); willingness and ability to learn additional applications as needed • Facility with digital learning tools, e.g., Apple TV, Smartboard, iPad, etc. • Knowledge of how girls learn; ability to apply principles of mind, brain and education science • Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population 	<ul style="list-style-type: none"> • At least five years of managing multiple direct reports and conducting performance evaluations • A minimum of five years as a STEAM professional • Proven experience in developing project-based learning programs • A minimum of three professional references • Preferred experience working at the high school level 	<ul style="list-style-type: none"> • Master's Degree or higher • Science, technology, engineering, or math degree preferred

Disclaimer: *The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be consulted and notified of any changes before they become effective.*