

Position Description – S²TEM Centers SC Regional Coordinator– Coastal Pee Dee

Salary: \$72,750

Terms: 240 days annually. 100% FTE temporary grant position with fringe benefits.

Legal Employer: Pee Dee Education Center

Preferred Start Date: August 1, 2017

S²TEM Centers SC is an innovation partnership managed by South Carolina's Coalition for Mathematics & Science (SCCMS) at Clemson University. Its purposes are to improve instruction and accelerate student learning in Science, Technology, Engineering and Mathematics (STEM) content areas.

SCCMS will provide workspace, equipment and travel support through the Coastal Pee Dee S²TEM Center. The Regional Coordinator will report to the Executive Director of SCCMS. See S²TEM Centers SC regional map at:

<http://www.s2temsc.org/locations.html>

Responsibilities:

1. Build and maintain regional networks of STEM interested individuals and organizations. (35%)
2. Generate revenue through grants, contracts, and sponsorships (30%)
3. Mentor staff to ensure professional growth and successful completion of their scope of work. (10%)
4. Make policy, program and process decisions as a member of the S²TEM Centers SC Executive Committee. (5%)
5. Collect, analyze and report data including personnel time logs as required by the fiscal agent, SCCMS and its funding agents. (5%)
6. Manage finances, purchasing, and infrastructure and associated with the S²TEM Centers SC Innovation Partnership. Provide expenditure information and proof of audit at the request of SCCMS. (5%)
7. Assist in the design and delivery of S²TEM Centers SC programs and services in coordination with SCCMS and its funding agents. (5%)
8. Conduct special projects related to the Scope of Work at the request of SCCMS and its funding agents. (5%)

Minimum Requirements:

- Bachelors Degree. (Masters or above preferred)
- Relevant experiences as a public-sector leader.
- Ability to travel including overnight trips.
- SC Law Enforcement Division Criminal Records Check.

Expected Knowledge, Skills and Abilities:

- Works effectively in a collaborative, professional and self-directed learning community.
- Exceptional interpersonal skills.
- Experience in PK-12 school settings with emphasis on South Carolina.
- Knowledge of STEM content area standards and instructional strategies.
- Knowledge of state and national STEM reform efforts.
- Communicates ideas and information both orally and in writing.
- Analyzes problems and implements solutions in a fast-paced setting.
- Interprets and applies laws, regulations, policies and procedures.
- Proficient in the use of computer systems and standard office software.

Preference will be given to candidates demonstrating one or more of the following:

- Experience in leading professional learning teams.
- Experience with generating revenue through grants and contracts.
- Experience as an instructional coach or mentor (Cognitive Coaching SM model).

To apply, interested candidates should send a cover letter and detailed curriculum vita to:

Dr. Tom Peters, Executive Director
South Carolina's Coalition for Mathematics & Science
Clemson Engineering and Technology Laboratory
100 Technology Drive
Anderson, SC 29625
tpeters@clemson.edu

Applications received by **July 14, 2017** are guaranteed full consideration; however, applications will continue to be received until the position is filled.

The Pee Dee Education Center is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group of individuals based on age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status or genetic information.