

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

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|---------------------|---------------------------------|---------------------|
| Position Title | Elementary STEMinn Coordinator | Reference: 211130 |
| Function/Department | Elementary School | Location: Hong Kong |
| Manager Title | Head of School and Principal(s) | |
| Position Type | Fixed Term | |
| Position Status | Full Time | |

Position Objective

Reporting to the Elementary Principal to implement and support the Elementary STEMinn program, The Elementary STEMinn coordinator will be responsible for the delivery of a high quality STEMinn program, including instruction, faculty support and training and curriculum development. They will provide regular strategic and operational support to the direction of the school. This role will include responsibilities looking across all curriculum development of the school including a focus on math.

Responsibilities

Relationships:

- To develop trusting and effective relationships with the Elementary students and their parents
- To establish supportive, collaborative, and positive working relationships with all other members of staff
- To become a positive presence across the whole school and a representative of it within its wider community

Coordinator role:

- Leads the development and supports the preparation, planning and delivery of school's Elementary STEMinn program in coordination with the Secondary program
- Uses NGSS performance standards and the current curriculum frameworks to continue to build a quality program
- Provides support to teachers in the delivery of the program
- Builds teaching opportunities in the STEMinn laboratory
- Explore new opportunities for field trips and partnerships in Hong Kong
- Research and provide Professional Development for Teachers in the area of STEMinn
- Ensures effective delivery of Atlas Rubicon curriculum building
- Manages STEMinn resources for staff members with the help of a STEMinn Teaching Assistant
- Use data to guide future goals and initiatives for the STEMinn program.
- Planning which emphasizes connections among curriculum areas and explicitly focuses on trans-disciplinary skills
- Planning in a collegial and professional manner with peers, showing respect, being prepared and on time, and adhering to the school wide meeting norms and team's essential agreements at all times
- Evaluating the program collaboratively with teachers and Principals as appropriate, using agreed flexible systems
- To provide any other reasonable duties delegated by the School Management

Extended professional role:

Responsibility for planning and leading school wide STEMinn themed events including 'Mission Inspire' and 'Sustainable Stamford.' This role may also include responsibilities related to curriculum development in STEMinn areas, including a focus on math.

Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of the Stamford American School Hong Kong

- Taking responsibility for the class during times of emergency
- Supervising the children at break/lunch and other unstructured times
- Assisting on Camps

Position Requirements

- At least 5 years of experience in working with children with relevant qualifications
- Have proven background in the area of STEM and ICT
- Have a proven background in curriculum development

- Embodies the Stamford Values of Compassion, Integrity, Courage and Innovation
- Ability to learn knowledge of new systems quickly and apply them in the work environment
- Have the ability to think creatively and solve problems
- Excellent verbal and written English skills
- Experience with and knowledge of co-teaching
- Effective time management and organizational skills
- Team player with highly developed interpersonal and teamwork skills.
- Excellent references on request

Qualifications

- Minimum Bachelor's degree in Education or equivalent is required.

Preferred:

- Master's degree in Education

Contacts

- Works closely with Tech team, Faculty, ICT Department, Secondary STEMinn coordinator, and staff to bring the best STEMinn education to our students.

Working Conditions

- Duties performed within a school environment or an online school environment.
- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects may be required Identify the working conditions and physical demands related to the essential duties – working outdoors, travel, and overtime.

Terms of Employment

- Working Hours: 7:30 am – 4:30 pm, Monday to Friday
- Medical Benefits: Group medical insurance provided the applicant is not currently covered
- Probation Period: 3 months from date of commencement
- Pre-medical exam: N.A.
- Referee request: Required
- Background Check: Required

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Safeguarding

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.