

Job Title: STEM Program Manager

Position Description

OSIT seeks a STEM Program Manager possessing the strong belief that all students can learn and that STEM education is vital to ensuring every student embarks on a career pathway to success. This position will support and report to the STEM Program Director. The position is full-time and located within the Governor's Office. Standard public employee health and retirement benefits included. Salary commensurate with experience. OSIT's offices are located in Carson City and the incumbent may choose to work in the office or virtually from another location.

This position is proposed in the 2021 Legislative Session to convert to the classified series effective July 1, 2021.

Job Duties

- Assisting with the management of the Regional STEM Networks by identifying, connecting, and building the capacity of regional STEM stakeholders. Overseeing and progressing the networks' utilization of regional STEM strategic plans to advance STEM in the region.
- Creating and disseminating materials and guides to assist teachers and administrators across the State to integrate STEM into daily instruction. Researching both national and local best practices in STEM. Interviewing teachers and writing about innovative ways to teach STEM and engage learners of all ages.
- Working with teachers and administrators in elementary, middle, and high schools across the state to implement STEM best practices in curriculum and instruction.
- Working with schools to design and implement STEM strategic plans in order to receive the Governor's STEM School designation.
- Assisting in the evaluation and administration of the Governor's STEM School designation.
- Assisting with the administration of the STEM Advisory Council and its subcommittees.
- Developing new STEM programs to increase awareness, interest, and achievement in STEM statewide.
- Evangelizing OSIT programs and initiatives to external stakeholders.
- Developing and managing key external relationships with schools, districts, RPDP, the Department of Education, higher education, businesses, informal STEM education providers, and others.
- Establishing and working to achieve goals, metrics and feedback loops. Writing social media posts, blog posts and newsletters on various STEM subjects. Managing a portfolio of P-20 STEM grants. Some assistance with grant identification, writing, and administration also required.

Essential Skills and Experience

Qualified applicants have the following dispositions, competencies, and experience.

- Demonstrated passion for STEM education.
- Knowledge of and experience with the NGSS, including how to interpret and integrate the three dimensions.
- Curious, with a love of learning.
- Self-directed and takes initiative.
- Excellent writing ability.
- Organized and detail oriented.
- Ability to work with educators and administrators to improve STEM instruction.
- Successful history of challenging the status quo and seeking innovative solutions to complex problems.
- Strong teamwork and collaboration skills. Ability to engage effectively with individuals from diverse backgrounds.
- Some experience or ability to design STEM lessons preferred.
- Previous experience working in or with K-12 education preferred.
- Some experience facilitating professional learning, either within a single school or across a school district, preferred.

- Willingness to travel to schools around the state.

How to Apply

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

(All letters of interest and resumes will be accepted on a first-come, first-served basis. Hiring may occur at any time during the recruitment process.)

TO APPLY:

Please submit a resume, letter of interest, and three professional references to Tracey Howard at T.Howard@gov.nv.gov.