Job Description: 49ers STEM Leadership Institute Program Manager – Middle School

Program Overview
The 49ers STEM Leadership Institute (SLI), created in partnership with the San Francisco 49ers, Silicon Valley Education Foundation (SVEF), and the Santa Clara Unified School District (SCUSD), is a six-year program that will prepare students with high academic potential to be outstanding. SLI began in Summer 2014 with a cohort of 60 incoming seventh-grade students. A new cohort of 60 incoming seventh graders is selected yearly through a competitive application process, and students advance with their cohort to the next grade level. Approximately 360 students from grades 7 – 12 participate in the SLI program, located at digital fabrication labs at Cabrillo Middle School and Santa Clara High School in the Santa Clara Unified School District. Students complete a rigorous college preparatory curriculum, engage in STEM projects and competitions, and participate annually in 30+ hours of additional learning time.

Position Description
The Program and Technology Manager will work closely with the SLI Program Director to implement and operate the 49ers STEM Leadership Institute at the Middle School level (7-8th grades). Responsibilities include but are not limited to:

- Collaboration with SLI Program Director and other SVEF staff in establishing and executing sustainable program policies and systems that are mission-aligned, including school site partnership needs. Continuous monitoring of developments in the STEM Leadership arena and introducing new ideas to further the growth and development of the SLI program and its students.
- Planning and administration of day-to-day logistics for the SLI program: scheduling, purchases, student/parent communication, lesson planning, and preparing for competitions and events.
- Management of usage, operations, and upkeep of digital fabrication lab facilities and machines for all audiences (including teacher training); and continued tracking of lab usage and impact. Maintenance of technology devices and usage (iPads, MacBooks, Chromebooks).
- Supervision and instruction of students alongside SLI teaching team and administrative staff, including ongoing support of students during optional Open Lab sessions.
- Support of SLI teaching team: monitoring of collaboration time, guidance of proposed extended hours curriculum, and focus on lab curriculum and classroom integration.
- Collecting and managing student data for the purposes of data reports to program stakeholders
- Recruitment, engagement, and retention of university and industry mentors, education and business community collaborative opportunities, volunteer networks, guest speakers, field experiences, and other partners.
- Adherence to all additional staff responsibilities as pertains to SVEF.

Qualifications
- A Bachelor’s degree or equivalent experience and at least three years of classroom or strong experience working in education spaces are required. Possession of a teaching credential and/or Bachelor’s degree in a STEM field is strongly preferred. School site management experience a plus.
- Strong skills in project management, time efficiency, organization, written and verbal communication.
- Quickness to adapt and learn; strong work ethic as part of a team. Ability to work independently and without direct supervision.
- Clearance to work with public school students via TB testing, background check and live scan fingerprinting.
- Willingness to perform some required evening and weekend work.
- Comfort with digital fabrication and makerspaces is strongly preferred. Proficiency in Google Workspace.

Preferred Start Date and Salary Parameters
Preferred start date: immediately. Salary commensurate with experience with a generous benefits package.

Application Process
Send a cover letter and resume to HR at hr@SVEFoundation.org

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.