

Qualifications:	<ul style="list-style-type: none"> • Associate's degree preferred. • Ohio Aide or Teacher License/Certificate. • Experience – Varied professional experience, both in classroom settings and outside of schools, Former entrepreneurs encouraged, having demonstrated ability to independently develop professional connections and skills. • Excellent organizational and interpersonal skills. • Genuine excitement for and ability to work with students, faculty, staff, and parents. • Experience using Laser Cutters, 2D/3D Printers and a variety of design software.
Job Goals:	<p>The Coordinator is responsible for creating and sustaining an innovative and creative lab setting where students, faculty, and staff members can engage individually or in teams to develop program-wide and community related integrated projects.</p> <p>The Coordinator will supervise the day-to-day operations and manage the use of the makerspace lab, equipment, and cultivate partnerships with external organizations.</p>
Reporting To:	Director of Alternative Programs
Performance Responsibilities:	<ol style="list-style-type: none"> 1. Researching, developing and prototyping innovative maker activities, 2. Providing inspiration and support for faculty and students in developing and implementing new innovative learning opportunities, 3. Overseeing a cohort of student Makerspace Apprentices and facilitating their role as leaders in the space, 4. Creating and maintaining, with student apprentices, a public repository of tutorials on how to use the machines in the space safely, as well as documenting student projects built in the space, 5. Maintaining the machines, tools, materials, safe use and schedule of the Makerspace in coordination with the Technology Department, 6. Grant writing as appropriate, 7. Being committed to student learning, personal growth, and professional development, and 8. Perform such other tasks and assume other responsibilities as the Director of Alternative Programs may direct. This would include aide coverage as needed.
Physical/Mental/ Work Hazards	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling and grasping.
Travel Requirements	Travel to school buildings, city/state agencies and professional meetings as required
Evaluation:	Performance of this job will be evaluated by the Superintendent or his/her designee in accordance with provision of the Allen County Board policy on evaluation of certificated personnel.