



K-12 Program Coordinator

Position Summary

The K-12 Programs Coordinator supports key initiatives funded by the SAISD Foundation on campuses both during school and in afterschool time that enhance student learning. Current initiatives include but are not limited to STEM activities (robotics and eSports) and a new field trip initiative by grade level. The K-12 Program Coordinator will work closely with teachers, district staff, and community partners. This position also includes the review and development of lessons and at-home activities that reinforce learning.

Essential Functions / Key Responsibilities

Field Trips

1. Promote field trip opportunities designed by grade level focused on K-7th grades, and ensure the schools schedule with partners
2. Review partners' pre/post lessons and activities, and author lessons for those programs that do not provide them
3. Develop at-home conversation starters for before and after trips that can be sent to parents with permission forms
4. Attend one field trip per site to ensure trip logistics and promotion specifics are accurate to inform teachers, as well as for the impact of storytelling
5. Collect feedback from educators and organizations in the form of surveys as well as other methods to steward the program's improvement and design

STEM

6. Manage teacher/leader lists by school for STEM programs for information distribution of opportunities
7. Determine gaps in teacher/leader and identify possible teacher leaders in each content area
8. Coordinate content experts as need to support programs for virtual or in person professional development
9. Track access to resources needed for their program and help raise up needs to both program leads and Foundation staff
10. Support STEM Bus launch and related activities

Minimum Requirements

- Bachelor's degree



- Experience as a K-12 teacher in a public school
- Experience in lesson planning
- Reliable transportation and a valid driver's license are required

Knowledge, Skills, & Abilities

- Strong organizational and coordination skills
- Proficient in Microsoft Office Suite or related software including Google Workspace, Excel, and PowerPoint
- Ability to work independently and as part of a team, and report regularly on responsibilities
- Excellent communication and interpersonal skills
- Excited about providing new learning opportunities for students in San Antonio ISD

Working Conditions

Work Environment:

- Active office with shared space
- Remote workspace with access to a computer, reliable internet, computer software programs and other equipment applicable to the position
- In-school and on-site with students and teachers

Supervisory Responsibilities / Direct Reports

None

Terms & Compensation

This is a part-time, hourly position with an hourly rate of \$30/hour. Regular working hours are approximately 10 - 12 hours a week during the school week with the position aligning with a school year calendar, from mid-August through mid-June. Work is hybrid and requires time in the SAISD Foundation office, time at schools, and time at field trip locations. This position is not eligible for benefits. Reports to the K-12 Programs Manager.

Application

To apply, please submit a cover letter, resume, and a list of three professional references to Mary Flannigan, SAISD Foundation Finance and Program Manager mflannigan1@saisd.net. Please include "K-12 Program Coordinator" in the subject line.

For questions, contact Mary Flannigan by email or at 210- 554-2235.

