



K-12 STEM Education Coordinator

Position Summary

The K-12 STEM Education Coordinator leads and manages key Science, Technology, Engineering, and Mathematics (STEM) initiatives funded by the SAISD Foundation, driving the implementation of programs on campuses during both school hours and after-school time to enhance student learning outcomes and broaden career exposure. This strategic role is dedicated to fostering a passion for STEM among students of all ages, inspiring and guiding the next generation of innovators and problem-solvers primarily through the use of STEM Mobile Laboratories (STEM Buses), alongside specialized initiatives such as eSports, 3D printing, robotics, and CyberPatriot. The Director is responsible for the development of engaging STEM lessons, related tools, and equipment, including pre- and post-activities designed to reinforce learning, and must work closely with teachers, district staff, STEM employers, and community partners to maximize program impact.

Essential Functions / Key Responsibilities

STEM Buses

1. Lead all STEM Bus sessions for both the Voyager and the Pathfinder STEM buses.
2. Collaborate with campus staff to strategically coordinate the purpose, process, and outcomes of scheduled visits, ensuring all learning objectives are aligned with the instructional scope and sequence.
3. Support bus use for afterschool clubs, and work with eSports and CyberPatriot teams to coordinate use of buses for practice and competition times.

STEM Classroom Tools & Clubs

4. Manage teacher/leader point of contacts by school for STEM programs, including but not limited to eSports, 3d printers, hydroponics, for information, equipment locations and conditions, support needs, and distribution of opportunities.
5. Determine the need for a teacher/leader on a campus and proactively identify prospective teacher leaders in designated content areas.
6. As a content expert, lead regular virtual or in-person professional development to support educators by content area.





7. Cultivate partnerships with STEM industry professionals, soliciting their expertise to serve as dedicated coaches for afterschool clubs and as key speakers or volunteers for STEM Mobile Laboratory outreach.
8. Recruit, engage, and manage volunteers across the mobile laboratory and campus programming, ensuring their participation is integrated in meaningful and impactful ways.
9. Develop at-home conversation starters for before and after STEM Bus school that can be sent to parents with notices of the on-campus field trips.
10. Coordinate STEM Bus visits to district-related events to share with educators and leadership (i.e., board meetings, leadership conferences, and PD days).
11. Collect feedback from educators and students in the form of surveys as well as other methods to steward the program's improvement, design, and sustainable funding.
12. Work closely with the Development Team to host potential donors and share program outcomes and needs.
13. Develop community outreach programming in neighborhoods, housing areas, and related community events.

Additional Responsibilities:

- Compile and interpret data for mid-year and end-of-year reports for STEM bus activities and additional school-based STEM activities funded by the SAISD Foundation and supported by this position to be shared both internally and externally.

Minimum Requirements

- Bachelor's degree
- Teaching certificate
- STEM certificate
- Experience as a K-12 teacher in a public school
- Experience in lesson planning and STEM programs
- Reliable transportation and a valid driver's license are required
- CDL and ability to drive the STEM Bus to and from school visits

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 enriching 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
- Work on and out of the STEM Buses regularly

Supervisory Responsibilities / Direct Reports

None

Terms & Compensation

This is a full-time position. Regular working hours during the school week, with occasional opportunities for pre-scheduled evening or weekend events. Work is in office and requires significant time on the STEM Buses and at campuses. Reports to Finance and K-12 Program Manager.

Application

To apply, complete an application via [SAISD](#), Job ID # 4482 - Program Coordinator I, STEM.

