



Position: Director of Engagement and Curriculum
Full time position to start June 2019.

About Community Guilds:

Since 2014, Community Guilds has focused on delivering an innovative, gap-closing approach to education through its mobile makerspace, STE(A)M Truck, targeting elementary and middle school students. The STE(A)M Truck experience, focused on Science, Technology, Engineering, (Arts), and Math, is anchored by a rigorous, experiential learning-based curriculum, which is brought to life in a mobile makerspace with the support and collective expertise of the local community. STE(A)M Truck creates a community of adult STE(A)M role models – “maker-mentors,” STE(A)M designers, and local artists, along with “traditional” educators – and connects them closely with youth; together, they tackle real problems, design solutions, and build things. Over the course of our program, students learn the design process and develop a sense of self-efficacy as they create their own solutions. Community Guilds also strikes a chord with educators, who become inspired themselves by the experience and the impact on students, and leave better-equipped to bring similar instructional concepts and methodologies into the classroom. We’ve grown from serving a hundred kids a year to over 11,000 per year, with six vehicles and 20 staff.

Position Description:

Reporting to the Executive Director, The Director of Engagement and Curriculum is a passionate educator who works to ensure STE(A)M truck staff are highly effective instructors and teachers at partner sites are capable of catalyzing transformation. They help oversee the coordination and administration of ongoing programs including planning, organizing, staffing, supervising staff. This position also oversees and coordinates volunteers and interns. As a member of the senior management team, the Director will be involved in strategic planning, curriculum development, evaluation, and professional development initiatives.

Desired Skills, Experience and Mindset:

The Director of Engagement and Curriculum must be passionate, mission-driven and willing to roll up their sleeves and work hard to ensure that the organization closes an opportunity and achievement gap, both in public education and in the broader community. This person must also



understand the importance and connections between teaching practices using a maker mindset and building capacity of our partners to do this work on their own. The Director must be able to work collaboratively in a fast-paced, entrepreneurial environment; anticipate problems and come up with creative methods of solving them; develop strong, positive, constructive relationships with senior-level clients and multiple stakeholders. They must be able to work in an environment where requirements often change and evolve, and must be comfortable seeking out information and counsel, when necessary. They must be comfortable in an outside environment in all weather and able to perform physically strenuous work.

This Director will contribute to a proactive culture in which the efficient creation of high quality, student-centric programs is second nature. A successful Director must have a commitment to the philosophy, mission and vision of Community Guilds and a passion and knowledge about the use of the maker movement and technologies to disrupt the status quo.

Responsibilities:

The Director of Engagement and Curriculum responsibilities include:

- Iterate and deliver our [Roadmap](#) for teacher effectiveness while supporting the continuous improvement and innovation of our STE(A)M Truck curricula.
- Ensure programs align to partner's goals and needs with a priority that teachers and partner sites truly build capacity to do this work once STE(A)M Truck drives away.
- Launch a robust Sustaining program offering, including ongoing coaching and publish ready curriculum resources for our clients.
- Coach client teachers, volunteers, contractors and internal staff so outcome measures are achieved.
- Research, validate and write new Builds according to needs, while updating existing Builds.
- Ensure data collection, analysis, and dissemination in line with protocols.
- Teach youth and create Builds as needed.
- Execute other duties as assigned by the Executive Director.
- Participate in events outside the workday schedule including evenings and weekends as needed.



Measures of Success

A successful candidate will be able to meet the following KPI's:

- 1) Gather data that shows whether the organization's programs are aligned with partner's goals. Provide this data to management on a regular basis. If alignment does not exist develop a plan to ensure alignment going forward.
- 2) Develop and implement a plan for each partner that follows the Roadmap for increasing teacher engagement.
- 3) Write 8-10 new Builds per year according to needs, while reviewing and updating existing Builds after each build is complete.
- 4) Collect data and provide analysis on a monthly basis to management, teachers, and other constituents.

A successful employee at our organization should exemplify all our core values and be a role model on how to:

- *Innovate Courageously*
- *Lead as a Team*
- *Act with Kindness*

Evaluation & Resources

The Director of Engagement and Curriculum will provide a biweekly progress report using the above mentioned dashboard to measure progress toward short term and annual goals and objectives. A more detailed quarterly and annual review will be conducted to determine if goals are being met, identify gaps and/or provide resources and coaching. Success will be celebrated and any goals not met or on track may involve implementing a revised action plan.

Position Type: Full Time

Compensation: Competitive

Community Guilds is an equal opportunity employer. EOE/M/F/D/V
If interested, please send a resume or CV to jason@steamtruck.org and include a cover letter explaining how you fulfill the above needs and could immediately make an impact.