



ST. ANNE SCHOOL

JOB DESCRIPTION

Design Engineer Specialist

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the administration.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.

DEFINITION:

The Design Engineer Specialist develops activities to engage students in design thinking to stimulate curiosity, encourage innovation, and provide flexibility in learning for success. The Design Engineer Specialist promotes skills to plan and develop projects to consider real-world problems and challenges. Additionally, to enrich the Lower School curriculum, the Design Engineer Specialist creates opportunities for students to compete in STEM activities locally and nationally. The duties of the St. Anne School Design Engineer Specialist will include, but will not be restricted to, those listed below.

DUTIES:

- Implements design thinking to stimulate student curiosity and interest that encourages innovation and provides flexibility
- Develops skills in research, analysis, original idea development, experimental observation, and building to consider real-world problems and challenges
- Provides a risk-free learning environment for students to overcome obstacles, persevere, and learn from trial and error
- Breeds an inquiry-based culture to evaluate sources, generate questions, and deeply analyze topics
- Evolves skilled communication to define a plan, document steps, record findings, determine solutions, and reflect on the process
- Generates collaboration skills to build on others' ideas and create synergy through delegation and balance
- Motivates students to attend to long-term projects and equips them with skills to overcome setbacks as they team together to make products, think analytically, and emerge as leaders to contribute to society
- Identifies and designs curriculum material to align with NGSS in all areas of science (technology and engineering, physical science and chemistry, inquiry and nature of sciences, earth, space and life, personal and social) in a progressive manner over the course of Kindergarten to 5th grade

- Participates in grade level team meetings to develop and ensure all materials are developmentally appropriate for the grade level and age of students
- Incorporates capstone projects for each grade level
- Coordinates material and supply orders for labs and activities
- Creates competitive opportunities for grade levels and/or departments in Kindergarten through 5th grade for students to interact and excel in STEM activities locally and globally (e.g., Science Olympics, Lego Robotics, World Jigsaw Puzzle Championship, Catholic Math Challenge)
- Performs tasks and other duties as assigned by the Head of Lower School

QUALIFICATIONS:

- Bachelor's Degree in Education
- Teaching Credential
- A minimum of two years of teaching experience

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Full-time: 20+ instructional class hours/week and 17.5 hours of additional assigned duties

Reports to: Head of Lower School

Please send a cover letter, resume, references, and transcripts (if applicable) to the Director of Human Resources, Melissa Vergara, at hr@st-anne.org