

WAUNAKEE COMMUNITY SCHOOL DISTRICT

INNOVATION CENTER COORDINATOR

Job Description

QUALIFICATIONS: 1) DPI Teaching Certification
2) Any other qualifications the Board of Education may deem necessary or desirable.

REPORTS TO: High School Principal

GENERAL FUNCTIONS: Managing all aspects of the daily operation and use of the Innovation Center

SPECIFIC DUTIES AND RESPONSIBILITIES:

The Innovation Center Coordinator will:

1. Collaborate with and support program teams in the development of new Innovation Center programming.
2. Manage the delivery of Innovation Center programs, including learning experiences for school, community and public groups.
3. Manage the training and certification of all staff, volunteers, interns, and guests on the use of the Innovation Center software, computers and equipment.
4. Provide technical support for Innovation Center hardware.
5. Serve as a liaison with internal staff, external program partners and members of the global Innovation Center network.
6. Work with administration to develop funding proposals and reports to donors.
7. Establish standard procedures and management systems for our new Innovation Center, including establishment of a regular maintenance schedule and a standard certification system for students and staff to qualify to use Innovation Center equipment.
8. Build a budget for the Innovation Center and maintain proper levels of supplies and equipment.
9. Create training plans, packages and tutorials for use of each piece of equipment in the Innovation Center.
10. Teach and/or assist in the Innovation Center based classes.
11. Build an online library of project ideas and curriculum options that teachers can use to integrate modern fabrication into their courses.
12. Provide direct support for staff and others to develop curricula that integrates the Innovation Center.
13. Assist teachers in planning and implementing new Innovation Center based courses.
14. Plan and implement Innovation Center open houses and weekend workshops.
15. Establish and collaborate with a local advisory committee (consisting of

representatives of business, industry and labor, staff members and board members) and actively consult with them for the purpose of evaluating and updating the Innovation Center and making recommendations for change.

16. Conduct and direct staff development programs to improve the knowledge and abilities of teachers relative to opportunities for students in the Innovation Center.
17. Seek out and apply for private industry, foundation, etc. grants in support of the Innovation Center.
18. Serve as a resource person to the director of instruction and/or principals in the area of staff development.
19. Actively research new programs and innovative ways of providing vocational training for the future.
20. Maintain the extensive equipment in the Innovation Center.
21. Maintain a safe environment for adults and students.
22. Assist with day-to-day logistics of planning and facilitating Innovation Center work, collaborating regularly with educational, nonprofit and business partners regarding needs of teachers, students, community members, and other partners.
23. Continuously monitor developments in the STEM Leadership arena, research successful programs and introduce new ideas to further the growth and development of the Innovation Center and its students.
24. Establish metrics to ensure that the Innovation Center meets stated objectives and gather and analyze data for evaluation purposes.
25. Perform all other duties as may be assigned.

Adopted: March 2016