

**Career & Technical Education-Spark Lab Leader  
New Hanover County Schools**

**Job Description**

**Class:** Certified  
**Dept:** School

**TITLE:** CTE- Spark Lab Leader

**QUALIFICATIONS:**

1. Bachelor's or master's degree preferred.
2. Middle or high-school teaching experience preferred.
3. Career & Technical Education (CTE) teaching license preferred.
4. Such alternatives to the above qualifications as the board of education may find appropriate.

**REPORTS TO:** Director of Career and Technical Education

**JOB GOAL:** To hire a creative, innovative individual to support learners to engage in a new model focused on expanding pathways to high-tech fields with opportunities to explore high-tech fields while earning high school credit through a unique, multi-district collaboration that is learner-centered, industry-relevant, and competency-based. This is a 12-month, grant funded position beginning in July 2023. This position is funded for one year with the possibility of an extension.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Actively recruit learners from across the district to enroll in the High-Tech Learning Accelerator, with a focus on learners disproportionately impacted by COVID-19 and populations historically excluded from careers in tech.
3. Create a safe and supportive learning environment with routines and structures that align with the district's values and promote a learning environment conducive to the intellectual, physical, social, and emotional development of all learners.
4. Deliver at least three in-person, blended, or virtual learning experiences that may be accessible to learners across the network, and at least three learning experiences delivered in person to learners on site.
5. Coordinate the technical components of learning experiences (e.g., schedule guest speakers, secure supplies, troubleshoot technical issues, etc.).
6. Co-design new, modular learning experiences with other SparkLab Leaders, SparkNC team members or business partners.
7. Ensure that learners continually develop the durable skills needed to prepare them for a wide array of postsecondary opportunities.

8. Co-create progress checkpoints with learners to ensure they achieve their academic and career goals.
9. Establish feedback loops to continually check for and validate learners' understanding of the learning experiences.
10. Validate learner's work, and coordinate with curriculum instructional coordinators and SparkNC to issue credit accordingly.
11. Connect with SparkNC's business partners to provide subject matter expertise and arrange for them to volunteer in the SparkLab or co-design learning experiences.
12. Develop and maintain strong partnerships within the district, local community and businesses.
13. Act as a liaison between the district and SparkNC.
14. Attend staff meetings, serve on staff committees, and carry out non-instructional duties as required or assigned.
15. Perform related duties and responsibilities as required by the principal, CTE director, and/or Superintendent.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** State teacher salary scale

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Familiarity with technology and with the use of technology in designing and delivering high-quality learning experiences.
- Experience with Design Thinking and/or Project-based learning.
- Ability to maintain effective working relationships with administrators and teachers.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to manage the SparkLab during and outside of traditional school hours.
- Willingness to adapt to rapidly changing needs and priorities.
- Knowledge of evidence-based pedagogical approaches that engage all learners.
- Experience with, and dedication to, creating and refining engaging experiences in learner-centered environments.
- Desire to rethink foundational assumptions that have shaped existing systems, programs, and practices in K-12 education.
- An entrepreneurial drive to learn, build, and lead.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.