



Makerspace Coordinator, 2025-26

At Flintridge Preparatory School, we believe middle and high school should be a time of healthy, joyful growth. That's why we approach every experience and relationship with curiosity and wonder. Here students, staff, and faculty have the space to push to new heights and the support to navigate life's challenges—because when we truly connect with ourselves and others, we learn to lead with sensitivity and integrity, which is the best prep possible for the road ahead.

Mission

Learning with purpose in a diverse and nurturing community, Flintridge Prep students thrive in adolescence and grow as curious scholars, creative thinkers, empathetic leaders, and global citizens.

Vision

Lead with curiosity, compassion, and courage to transform our world.

The Opportunity

Flintridge Prep seeks an innovative, flexible, and collegial teacher to be the face of the school's five-year-old Makerspace. The Makerspace is an anchor for the STEAM-themed first floor of the three-story Bachmann Collaboration Building.

This is a full-time Makerspace Coordinator position that reports to the science department chair, the dean of faculty, and the associate head of school, beginning on August 1, 2025. The ideal candidate will delight in being part of a community that appreciates an array of vibrant ideas and viewpoints and wants to nurture and celebrate students through adolescence. *In addition, this person will* be a collaborative self-starter, eager to continue an active and exciting Makerspace culture. They will be comfortable, forward thinking, and proactive with technology and creative pedagogy, always seeking to grow and help others grow.

This position is highly interactive and social. It requires the ability to work extremely well with colleagues, communicate effectively with all constituencies, and mentor both middle and high school students. This is the perfect role for someone who enjoys tinkering of all kinds and relishes the chance to build upon an already strong program, in conjunction with a variety of departments, the Assistant Makerspace Coordinator, and the STEAM Coordinator.

Primary Duties

Primary duties and expectations will consist of but are not limited to the following:

- Teach three Design Thinking classes to 7th graders, plus other teaching and guest teaching that arises.
- Help coach the school's several Robotics teams after school and attend all weekend tournaments throughout the year.
- Be responsible for managing all aspects of the space through building, installation, troubleshooting, and maintenance of equipment, including laser cutter and 3D printer
- Support STEAM Coordinator in hosting annual schoolwide STEAM and Service Fair
- Train faculty, staff and students on use of the space
- Supervise the Assistant Makerspace Coordinator
- Keep track of scheduling in the Makerspace
- Notify substitute coordinator promptly with any coverage needs
- Uphold safety procedures through effective organizational systems
- Work with students in the space during and after school, on both curricular and extracurricular projects
- Actively reach out to faculty to create projects with and bring their classes into the Makerspace
- Publicize Makerspace projects by working regularly with the Communications Department
- Maintain a detailed log, with photos, of Makerspace projects
- Supervise two senior independent study projects each year, if asked
- Help faculty answer Makerspace technology questions as they arise

- Proactively fulfill all professional responsibilities, such as chaperoning on- and off-campus events, conducting an advisory group, participating in an annual outdoor education overnight trip, attending faculty-staff meetings, assessing student work thoughtfully, and contributing to departmental and schoolwide discussions of creative pedagogy
- Engage in meaningful, school-funded professional growth to develop further as a teacher, including one formal individual growth opportunity in the first three semesters at Flintridge Prep. Set annual goals in conjunction with administrators that relate to the school's Characteristics of Professional Excellence and Portrait of a Wolf
- Enhance the student life of the school through a substantial extracurricular presence (clubs, athletics, etc.), determined in concert with the administration
- Visibly support the school's mission, vision, values, Honor Code, and strategic priorities

Desired Qualifications

- Has experience working with and a deep appreciation of adolescents
- Has at least a bachelor's degree in a STEM-related field
- Has workshop experience and comfort with power tools, such as saws, hand drills, and drill press
- Has experience with 3D printing, laser cutting, basic coding, robotics (Arduino, Raspberry Pi), and familiarity with sewing, embroidery, and vinyl cutting machines
- Has demonstrated commitment to diversity, equity, inclusion, and belonging work
- Brings a flexible, innovative, can-do approach to teaching
- Has experience in an extracurricular activity that can translate to work with students
- Enjoys collaborating with and creating camaraderie with colleagues

TO APPLY

Candidates are invited to email a letter of interest and resume to:

Sarah Cooper

Associate Head of School

scooper@flintridgeprep.org

Applicants will be considered for positions without regard to their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin, or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation, and related medical conditions), gender (including gender identity and expression), parental status, age (forty [40] and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status, or any other consideration protected by federal, state, or local law.

The anticipated salary range for this position is \$80,000 to \$90,000 based on five to nine years of teaching experience.

Please visit flintridgeprep.org/about-us/employment for more information about working at Flintridge Prep.