



# Cretin-Derham Hall

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Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

*Cretin-Derham Hall is a Catholic co-educational high school serving students in grades nine through twelve. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic Excellence, Leadership, Community, Service, Diversity, and Equity.*

## Design & STEM Lab Lead

**Position Type:** PT - stipend

**Estimated Time:** Approximately 4 hours per week

**Dates:** Academic Year (Late August - Early June)

**Compensation:** \$9,850 (stipend)

**Reports To:** Principal

## POSITION SUMMARY

The Design & STEM Lab Lead will help us make better and more regular use of the Design Lab and STEM Lab. These spaces give students and faculty opportunities to design, build, fabricate, experiment, and solve problems in ways that aren't always possible in a traditional classroom.

The biggest purpose of this role is to **help more teachers and students become comfortable and capable using the spaces and equipment themselves**. We don't want the Lead to become the person everyone goes to whenever something needs to be made. Instead, we want this person to build the knowledge and confidence of others so that more people can use the labs independently.

The Lead will also make sure the spaces and equipment are ready to use, well maintained, and appropriately supported.

## MAIN RESPONSIBILITIES

### 1. TRAIN AND SUPPORT FACULTY, STAFF, AND STUDENTS

A major part of the role will be helping people learn how to use the Design Lab and STEM Lab.

- Develop and provide training for faculty, staff, and students on the equipment, tools, software, and processes available in the labs.
- Provide introductory training for new users and more advanced training as people develop their skills.
- Work with teachers to think about how the labs and equipment could be used in their classes and projects.
- Help students learn to use equipment safely and independently.
- Create simple guides, tutorials, procedures, and other resources that make it easier for people to learn and use the equipment.
- Provide one-on-one or small-group support when someone is learning a new piece of equipment or process.
- Share ideas and successful projects across departments so that more teachers see what is possible.
- Look for opportunities to expand the number of teachers, courses, and students regularly using the labs.

The goal is capacity-building. Over time, we should need the Lead to do less of the actual work because more faculty and students are trained on the equipment and know how to do it themselves.

## **2. MAINTAIN AND DEVELOP EQUIPMENT**

The Lead will oversee the equipment in the Design Lab and STEM Lab and make sure it is available and working when people need it.

Equipment includes, but is not limited to:

- Glowforge
- Laser cutter
- 3D printers
- CNC router
- Hand tools
- Power tools
- Other design, fabrication, engineering, and STEM equipment

This includes:

- Performing routine maintenance and basic troubleshooting.
- Ordering parts, filters, filament, materials, and other consumable supplies.
- Keeping an appropriate supply of commonly used materials on hand.
- Arranging repairs or service when equipment needs more than routine maintenance.
- Keeping track of equipment condition and identifying when equipment needs to be repaired, replaced, or upgraded.
- Recommending new equipment or technology when there is a clear instructional need.
- Working with vendors and service providers when necessary.
- Completing or coordinating POs and other purchasing processes.
- Making sure equipment is being used safely and appropriately.

The Lead should also help us think ahead about the equipment and capabilities we will need as use of the labs grows.

## **3. COORDINATE THE DESIGN LAB AND STEM LAB**

The Lead will also be responsible for the day-to-day coordination of the two spaces.

This includes:

- Managing sign-up and scheduling for faculty and student use of the labs and equipment.
- Helping resolve scheduling conflicts when multiple groups need the same space or equipment.
- Making sure the spaces are clean, organized, and ready to use.
- Making sure equipment and tools are returned to their appropriate places.
- Monitoring the overall condition of the spaces and addressing problems as they come up.
- Establishing and communicating expectations and procedures for using the labs.
- Serving as the primary point of contact for questions about using the spaces or equipment.
- Contacting vendors or other outside providers when needed.
- Coordinating purchasing and supplies related to the labs.

The goal is for faculty and students to be able to walk into either lab and know that the space and equipment are ready for them to use.

## **4. HELP WITH LARGE PROJECTS WHEN NEEDED**

There will be times when a class or project creates more demand for equipment than individual teachers or students can reasonably manage. In those situations, the Lead may help with the actual production work.

For example, if a science or math project involves 75 students who each need a 3D-printed component, the Lead may help manage and run the printers so that the project can happen on time.

Other examples might include:

- Producing a large number of identical or similar parts.
- Preparing materials for a large student project.
- Helping coordinate equipment when several classes need it at the same time.
- Taking on some of the production work when the scale of a project makes it impractical for individual students or teachers to do everything themselves.

This should be viewed as **short-term support rather than the primary function of the position**. When possible, the Lead should use these situations as opportunities to teach faculty and students how to take on more of the work themselves in the future.

### WHAT WE ARE LOOKING FOR

Ideally, the person in this role should:

- Have experience with design, fabrication, engineering, STEM, maker spaces, or related work.
- Be comfortable using a range of tools and digital fabrication equipment.
- Have experience with some combination of 3D printing, CNC routing, laser cutting/engraving, Glowforge, hand tools, power tools, or similar equipment.
- Be comfortable troubleshooting equipment and figuring out when something needs to be repaired or serviced.
- Be organized and able to keep track of equipment, supplies, schedules, and projects.
- Enjoy teaching others how to use tools and equipment.
- Be comfortable working with both adults and students.
- Be able to work independently and figure out what needs attention without needing constant direction.
- Have a strong commitment to safety when working with tools and equipment.

### WHAT WE HOPE THIS ROLE ACCOMPLISHES

Ultimately, we want the Design Lab and STEM Lab to become spaces that are **used regularly and well**. We want:

- More faculty using the labs as part of their regular teaching and projects.
- More students who know how to safely and independently use the equipment.
- Equipment that is maintained, functional, and ready when people need it.
- Supplies and materials managed proactively rather than when we run out.
- Clear systems for scheduling and using the spaces.
- A growing collection of examples and ideas that show what students and teachers can do in the labs.
- The Lead's time increasingly focused on training and supporting others, rather than doing the work for them.

### Compensation:

The stipend for this position is \$9,850. This position is non-benefit eligible.

### To Apply:

Please send resume and cover letter in a single PDF to Regan McCormack at [rmccormack@c-dh.org](mailto:rmccormack@c-dh.org). Applications will be reviewed on a rolling basis as they are received until position is filled.

Please email CDH Principal, Dr. Ben Tierney, at [btierney@c-dh.org](mailto:btierney@c-dh.org) if you have any questions about this role.