

Director - Robotics, Exploration, Experimentation & Fabrication (REEF) - 991597

- NSU University School

We are excited that you are considering joining Nova Southeastern University!

Nova Southeastern University (NSU) was founded in 1964, and is a not-for-profit, independent university with a reputation for academic excellence and innovation. Nova Southeastern University offers competitive salaries, a comprehensive benefits package including tuition waiver, retirement plan, excellent medical and dental plans and much more. NSU cares about the health and welfare of its students, faculty, staff, and campus visitors and is a tobacco-free university.

We appreciate your support in making NSU the preeminent place to live, work, study and grow. Thank you for your interest in a career with Nova Southeastern University.

Primary Purpose:

NSU University School's R.E.E.F is a K-12 innovation center designed to support educational experiences in robotics, experimentation, exploration, and fabrication. The space is designed to support the integration of innovative thinking and learning to build an educational system that graduates intrinsically motivated, entrepreneurial, highly skilled, confident, empathetic, digitally competent, globally aware, adaptable students who will be ready and able to navigate a rapidly changing global market environment. The Director of the R.E.E.F is expected to maintain the facility, supervise STEM related teaching staff, and develop mission-appropriate curriculum. The director is also expected to provide dynamic leadership, vision, and direction

for initiatives that will foster a learning environment of exploration, discovery, and innovation in a growth mindset. This entails leading faculty and students in the use of innovation thinking, practices, resources, and materials and serving as a resource for teachers on innovation and the design process (ideation, research, creation, and presentation). This is a 12-month leadership position that reports to the Director of Instructional Technology.

Job Category: Exempt

Hiring Range: Commensurate with experience.

Pay Basis: Annually

Essential Job Functions:

1. Maintains congruency between the school's mission statement and all R.E.E.F curriculum, programming, and initiatives.
2. Provides leadership and administers the overall operations of the R.E.E.F.
3. Develops, monitors, evaluates, and updates strategic plans for all R.E.E.F. programming.
4. Plans, schedules, and manages the delivery of R.E.E.F. curriculum and programs by creating and sustaining an innovative and creative lab setting where all stakeholders can engage as a group, individually, or collaboratively; programming may occur after school hours, or on evening and weekends.
5. Oversees physical condition of the building and grounds to assure a safe learning environment.
6. Ensures all equipment, such as (but not limited to) 3D printers, computers, laser cutters, and other machinery, tools, and hardware are maintained properly, efficiently utilized, operational, and being operated safely; assist in troubleshooting equipment issues and making sure equipment is securely housed; enforces compliance of regulatory lab requirements.

7. Maintains accurate and current inventory of materials and equipment.
8. Directs and coordinates assigned staff to include hiring, mentoring, training, and conducting performance evaluations; develops standard operating procedures and ensures staff compliance.
9. Partners with academic directors to ensure innovation teachers are aligned with all teaching staff policies and procedures for appropriate grade level including lesson planning, collaboration, online requirements for Canvas and communication, etc.
10. Provides leadership, expertise, training, and mentoring in innovative thinking and pedagogy to promote best practices in innovation.
11. Collaborates with directors and educators to provide support in developing and implementing new curriculum and programs that promote innovation practices.
12. Partners with Director of Instructional Technology to manage the technology infrastructure and professional development to support innovation initiatives.
13. Supervises innovation, engineering, robotics, coding, eSports, and applicable STEM teaching staff.
14. Oversees design, development, and implementation of grades K-12 engineering, robotics, coding, eSports, and other STEM related programming and curriculum.
15. Supports K-12 media and library programming and services.
16. Ensures compliance with university policies and procedures, and all required accreditation requirements.
17. Performs other duties and special projects as assigned.

Required Knowledge, Skills, & Abilities: 1. Demonstrates commitment to implement a humanistic philosophy in working with students.

2. Advanced knowledge of computer functions, multimedia applications, and

the ability to further develop competencies in these areas.

3. Ability to inspire, manage, coach, and collaborate with a wide variety of internal and external stakeholders and work effectively in a team setting.
4. Ability to adapt to changing environments and demands, handle multiple projects simultaneously, and work independently.
5. Strong organizational, communication, time management, strategic planning, and interpersonal skills.
6. Effective writer and communicator.
7. Expertise in implementing a wide variety of effective instructional technology tools and understanding of best practices in technology integration and innovation.
8. Expertise in information resources, current and emerging instructional technologies, and knowledge of current educational trends and teaching practices.
9. Experience in planning and facilitating professional development for faculty.
10. Ability to build and manage library collections that include diverse formats; plan, implement and administer a media/innovation program; design, conduct and evaluate learning activities that teach information literacy, innovation, critical thinking, problem solving, and research skills.
11. Ability to move equipment and materials on carts and stand and speak for prolonged periods of time.

Required Education: Master's Degree

Required Experience: 1. Minimum of five (5) years of experience in administration, supervision, or leadership experience in school setting.

2. Minimum of five (5) years of experience working with computer technology and media applications in an educational institution.

3. Minimum of five (5) years of experience in developing innovation curriculum and in the integration of technology into instruction in a large organization or school.
4. Experience working with K-12 students in STEM courses and programming.
5. Experience working with and troubleshooting technology devices.

Preferred Qualifications:

1. Master's degree in Computer Science or related field
2. Familiarity with all Microsoft and Apple systems

Background Screening Required? Yes

Sensitivity Disclaimer: Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities and will make reasonable accommodation when necessary. NSU is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status.