



Job Description

POSITION TITLE:	STEM Assistant (TEMPORARY CLASSIFIED) STEM, Workforce Development, and Innovation Educational Services	JD#4092
SALARY PLACEMENT:	Short Term Hourly Salary Schedule	

SUMMARY OF POSITION:

Under the direct supervision of the Science, Technology, Engineering, and Mathematics (STEM) Director and Coordinators, the STEM Assistant will assist in facilitating STEM Summer Camps and other student events.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Be at least 16 years of age. Enrolled in a high school program or possess a high school diploma or equivalent of the completion of the twelfth grade.

DESIRABLE QUALIFICATIONS:

Experience working with children ages 4 - 17 years. Experience with science, technology, engineering, and math hands-on lab activities. Familiarity with lab safety and science lab equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software

Ability to:

- work cooperatively with the San Joaquin County Office of Education (SJCOE) STEM, Workforce Development, and Innovation team
- assist in all STEM-related student activities
- operate a computer

Possess:

- reliable transportation to the SJCOE and various other locations within San Joaquin County

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assist in setting up and cleaning up hands-on activities for STEM student camps and student events.
2. Guide small student groups through structured STEM activities
3. Clarify complex STEM concepts and skills using simple, age-appropriate language and real-world examples.
4. Foster collaboration, problem-solving, and critical thinking among student participants.
5. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Ability to stand or sit for long periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.

4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull, move, lift, and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a school environment and come into direct contact with SJCOE staff, students, and the general public.

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