JOB TITLE: ACCEL Site Manager/Instructor

CONTRACT LENGTH: Negotiable

REPORTS TO: President and CTO

TRAVEL REQUIREMENTS: 50%

DESCRIPTION: The ACCEL Site Manager/ Instructor directly supports the ACCEL Director by preparing partner school sites, conducting outreach, and coordinating camps and other learning experiences across Alabama. Advancing Cyber Concepts and Engineering Learning (ACCEL) expands access to hands-on learning in cybersecurity, engineering, artificial intelligence, and STEM for students and educators. ASCTE Instructors provide students with challenging educational opportunities and experiences connecting math, science, English, and social studies topics to cyber and engineering concepts and applications. ASCTE Instructors establish collaborative learning environments with hands-on activities and project-based learning opportunities. ASCTE Instructors understand that stakeholder involvement is paramount to success in college and in the fields of cyber and engineering.

ESSENTIALS AND EXPECTED RESPONSIBILITIES

- Visit prospective and confirmed sites. Work with school contacts to assess learning spaces, technology, equipment, and supplies, and coordinate setup before programming begins.
- Conduct outreach to school and district leaders, educators, and community partners. Identify potential host sites, determine each school's needs, and follow up on participation with guidance from the ACCEL Director.
- Develop site plans and schedules with the ACCEL Director and host schools. Confirm staffing and responsibilities with instructors and contractors, and coordinate materials, equipment transport, and travel arrangements.
- Serve as the on-site point of contact for ACCEL events. Coordinate setup and delivery, resolve logistical issues, and promptly communicate changes or concerns to the ACCEL Director.
- Deliver or assist with approved, hands-on instruction as assigned. Collaborate with instructors to adapt activities for learners of different experience levels and submit new curriculum for the ACCEL Director's approval.
- Gather feedback from educators, instructors, and participants. Report site readiness and event outcomes to the ACCEL Director and use feedback to improve future sessions and organize reusable materials.
- Represent ASCTE and ACCEL professionally. Follow ASCTE and partner school procedures, including those for travel and approved expenses.

Minimum Qualifications

- Bachelor's degree in a related field.
- At least one of the following: Alabama teacher certification, five years of classroom teaching experience, or two years of experience in an industry-related field.
- Ability to organize events, communicate effectively with school and community partners, and manage schedules and logistics across multiple sites.

Preferred Qualifications

Master's degree or higher in a related field.
Experience coordinating camps, outreach, or educational programs, or working in or with STEM industry.

Travel

This position requires 40% travel to partner sites across Alabama for outreach, site preparation, and program delivery. Travel may include day trips and overnight stays.