



## **JOB DESCRIPTION**

### **STEM Professional Development Specialist**

The STEM Professional Development Specialist is responsible implementing components of a high-quality professional development system that will contribute to high-quality afterschool programming.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

This description reflects the essential functions of the position. The employee is expected to perform these and other job-related duties as may be required. Additions, deletions or changes may be made to this description at any time, without prior notice.

1. Recruit and engage afterschool practitioners to participate in all aspects of the Prime Time STEM Initiative.
2. Provide training, technical support and instructional coaching to afterschool practitioners regarding the implementation of STEM-based activities and curricula with an emphasis on project-based learning.
3. Facilitate trainings in a variety of modalities to include in-person, hybrid and e-learning formats.
4. Provide professional development, technical support and instructional coaching to afterschool practitioners while supporting an integrative approach to STEM education and developing a long-term plan for implementation.
5. Conduct observation-feedback sessions with practitioners and provide STEM-related resources to help develop and strengthen practitioner competencies.
6. Foster collaborative efforts between administrators and practitioners to support continuous improvement through professional development endeavors.
7. Facilitate communities of practice/professional learning communities between teachers and OST practitioners.
8. Work in partnership with Prime Time's expanded learning opportunity providers to offer STEM-rich expertise to teachers and OST practitioners.
9. Serve as a liaison between teachers and OST practitioners, at participating school sites, to encourage communication, sharing of ideas and continuity of STEM-related activities throughout the day.
10. Prepare reports as needed.

11. Disseminate information regarding courses and/or programs related to professional development offerings and identify/contact specific target students/practitioners.
12. Perform other duties as assigned.

### **GENERAL DUTIES**

- Attends departmental and Prime Time staff meetings
- Attend applicable community and inter-agency meetings.

#### Team Orientation and Leadership:

1. As an active team member, interacts with customers in a respectful and courteous manner, identifies their needs, and collaborates with team and supervisor to meet those needs, consistent with the organizational culture and operating principles.
2. Collaborates with team members by offering recommendations, listening to their input, and working together to make the best possible decision, consistent with program needs.
3. Proactively identifies barriers to effective performance, exercises initiative and active problem solving and utilizes supervisor whenever necessary to eliminate barriers to effective performance.
4. Actively participates in working toward attaining the team shared vision.
5. Takes personal responsibility to role model behaviors consistent with organizational values.

#### Customer Relations/Team Orientation:

1. As an active team member, proactively identifies barriers to meeting customer's needs and makes recommendations for ways to enhance customer service and value.
2. Interacts with customers in a respectful and courteous manner, and collaborates with team and community partners to meet or exceed those needs.
3. Collaborates with team members by offering recommendations, listening for others input, and working together to make the best possible decision, consistent with departmental and organizational needs.
4. Demonstrates the ability to join others and work toward a common purpose through demonstrating collaboration, effective communication and teamwork skills and abilities.
5. Demonstrates the ability to effectively facilitate, scribe and actively participate in a team setting.
6. Contributes to establishing a higher performance work culture by sharing constructive feedback with others.
7. Appreciates differences and diversity of others, and deals with others in an honest and respectful manner.

#### Problem Solving and Initiative:

1. Demonstrates the ability to be flexible within a changing environment, within the department, team and/or organization.
2. Exercises initiative; and proactive and creative problem solving.

3. Develops approaches to work and other suggestions that improve work flow and optimize results.
4. Demonstrates the ability to function effectively in a consultative or participatory environment.
5. Participates in researching or implementing best practices, and makes recommendations for implementation.

#### Planning and Execution:

1. Proactively identifies and shares obstacles to effective performance and incorporates feedback from team members, supervisor and others to improve overall performance.
2. Utilizes supervisor, whenever necessary, for support and coaching to maximize potential and achieve higher levels of performance.
3. Takes an active role in personal and professional development, through training (on-the-job and formal) and through incorporating feedback from others into performance.
4. Ensures that productivity levels are consistent with expectations.
5. Develops and/or participates in strategic planning processes, including monitoring and evaluating goal attainment, and developing milestones to track progress.
6. Manages and/or executes project plans to meet or exceed objectives and timelines.
7. Manages multiple priorities in order to maximize productivity, efficiency and effectiveness.

#### **SOFTWARE/EQUIPMENT PROFILE**

Commonly used software includes:

- Microsoft Office (Word, PowerPoint, Excel)
- Proficiency in Sales Force is preferred

Commonly used equipment includes:

- Computer
- Copier
- Telephone
- Adding Machine/Calculator
- Fax

#### **EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES**

1. Extensive knowledge of the content and methodology of STEM related teaching and learning and adult theory.
2. Considerable interpersonal and written communication skills.
3. Considerable training skills; preferably within the field of youth development.
4. Considerable ability to function effectively as a contributing team member.
5. Considerable problem solving ability.
6. Considerable time management skills and abilities.

7. Considerable emotional intelligence skills and abilities.
8. Considerable knowledge of and ability to work within a participative or consultative environment.
9. Ability to work with diverse staff within a multicultural environment.
10. Ability to recognize and function appropriately in sensitive situations.
11. Knowledge of and ability to resolve conflict in a constructive manner.
12. Flexibility and ability to deal with changing circumstances.
13. Ability to prepare and maintain accurate records and reports.
14. Considerable ability to establish and maintain effective working relationships with varying levels of staff, Prime Time Board members and external customers and partners.
15. Ability to develop, execute and monitor project plans.
16. Ability to reengineer systems for greater efficiency and effectiveness.

**Working Conditions and Physical/Mental Requirements:**

- Duties are primarily performed in a general office environment and the community.

**Position and Duties Require:**

1. Employee must travel to off-site facilities in visiting agencies throughout the community and participate in off-site meetings. Some of these meetings will take place in the evening and on some weekends.
2. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
3. Cognitive skills in order to perform essential functions.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in a STEM-related field, supplemented by a minimum of three years professional experience in career planning, training facilitation and/or counseling. Experience in afterschool programming preferred.

**- OR -**

An equivalent combination of education and experience may substitute for the listed requirements.

The mission of Prime Time Palm Beach County is to help children and youth succeed by strengthening and expanding quality in the out-of-school time field.

Job Type: Full-time

Salary: \$45,000

Job Location: Boynton Beach, FL

Required education: Bachelor's degree in a STEM-related field

Required experience: A minimum of three years professional experience in career planning, training facilitation and/or counseling. Experience in afterschool programming preferred.

FLSA STATUS: Full-Time, Non - Exempt

Reports to: Manager of Professional Development

Closing date to apply for this position is: August 20, 2017

Prime Time Palm Beach County offers a generous benefits package including: medical, dental, vision insurance (offered at no cost for the individual), 401K matching program, vacation leave, sick/personal leave, paid holidays, long term disability (offered at no cost for the individual), life insurance, health savings account to offset employee's deductible, a paid day off for your birthday, and perhaps best of all, the opportunity to work in a growing and innovative organization that is dedicated to the children of Palm Beach County.

Prime Time Palm Beach County, Inc. is an Equal Opportunity Employer. Prime Time does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran status, familial status, marital status, sexual orientation, gender identity and expression or genetic information and any other basis protected by federal, state or local laws. All such discrimination is unlawful and prohibitive conduct.

Prime Time does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under the ADA. Any qualified individual with a disability, who requires a reasonable accommodation in order to participate in the hiring process or to perform the essential functions of the job, should contact the human resources generalist to request accommodation.

**Send cover letter, resume and salary requirements to:**

Julie Meyer, SHRM-CP  
Human Resources Generalist  
Prime Time Palm Beach County, Inc.  
2300 High Ridge Road, Suite 330  
Boynton Beach, FL 33426

<https://primetimepbcc.applicantpro.com/>

**(No phone calls please)**