Job Description

POSITION TITLE:	**STEM/CodeStack High School Assistant (Temporary)**	**#4056**
	STEM/CodeStack	
	Educational Services/Office of the Superintendent	

SALARY PLACEMENT: **Short Term Employee Hourly Salary Schedule**

SUMMARY OF POSITION:
Under direction of the STEM/CodeStack Coordinators and/or Directors, assist events, field trip activities, and summer camps. Work with development teams to create products or prototypes, participate in various school and community events to promote STEM/CodeStack, assist in the development of activities, attend meetings that apply to STEM/CodeStack, co-facilitate meetings and events with STEM/CodeStack staff.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
Enrolled in a high school program.

DESIRABLE QUALIFICATIONS:
Experience working with children of ages 5 - 17 years and community partners. Experience with engineering, computer science, 3D printing, crafts, or art. Comfortable with science education and inspiring students and adults to use science, technology, engineering, and math for problem solving and creative expression.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to work cooperatively with the San Joaquin County Office of Education (SJCOE) team. Ability to facilitate activities for students during field trips and events. Be flexible and receptive to change

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to:
1. Manufacture items like stickers, toys, T-shirts, and instructional tools with technology like laser cutters, vinyl cutters, soldering irons, sewing machines, and 3D printers.
2. Assist students in STEM and computer science concepts and equipment use. Lead groups of students in engineering.
3. Help maintain, organize, and clean spaces such as the SJCOE FabLab, Harmony Grove or other spaces used. Assemble, construct, and maintain hardware.
4. Assist in supervising students to ensure their safety and notify the science coordinator in case of incidents that may arise.
5. Program computers, circuit boards, and robots.
6. Travel to and work at schools and community events.
7. Be able to work evenings and on weekend days.
8. Perform other related duties as required.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
1. Sit for extended 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 and 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 and SJCOE staff, district office staff, students, and the public.

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