Job Description: 49ers STEM Leadership Institute, Program Director

Program Overview
The 49ers STEM Leadership Institute (SLI), created in partnership with the San Francisco 49ers, the Silicon Valley Education Foundation (SVEF), and the Santa Clara Unified School District (SCUSD), is a six-year program that will prepare students with high academic potential to be outstanding.

SLI began in Summer 2014 with a cohort of 60 incoming seventh grade students. Every year since, the program has increased program size with a new group of 60 seventh graders, as the existing cohorts of students advance to the next grade level. The program currently serves over 300 students across grades 7 – 12, located at two state of the art digital fabrication labs at Cabrillo Middle School and Santa Clara High School in the Santa Clara Unified School District. Students complete a rigorous college preparatory curriculum, engage in STEM projects and competitions, and participate annually in 300+ hours of additional learning time.

Position Description
The Program Director will work closely with the Program Managers to implement and operate the 49ers STEM Leadership Institute at the Middle School level (7-8th grades) and High School level (9-12th grades) and oversees the SLI program in its entirety; responsibilities include but are not limited to:

● Collaboration with Program Managers in establishing and executing sustainable program policies and systems that are mission aligned. Oversight of SLI program and support of all staff and executive decisions regarding program policy.
● Onboarding and ongoing training in and leadership of Program Managers and Program Assistant.
● Facilitation of conversation between school district, non-profit, and funders/partners as primary liaison on behalf of SLI. Meeting needs and requests from all parties while ensuring that conversation is program and student focused.
● Support of SLI team (meetings, trainings, program execution), teachers (PD, meetings, pathways), parents (meetings, workshops, volunteering), students (instruction, performance, discipline, opportunities).
● Yearly recruitment process for new and transfer students.
● Accountability for all metrics: measurements of success, areas of growth, data analytics.
● Managing the yearly operating budget.
● Supervision and instruction of students alongside SLI teaching team and administrative staff.
● Networking and ownership of public relation opportunities: presentations, pitches, furthering initial partnerships and collaborative relationships.

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• Recruitment, engagement, and retention of university and industry mentors, education and business community collaborative opportunities, volunteer networks, guest speakers, field experiences, and other partners.
• Ongoing communication: newsletters, updates to funders/partners, information sessions, reports.
• Ownership of special events and partnership opportunities alongside Program Managers: hosting tournaments, visits and tours, conference workshops and booths.
• Support of SLI teaching team: monitoring of collaboration time, guidance of proposed extended hours curriculum, and needed training.
• Continuous monitoring of developments in the STEM Leadership arena and introducing new ideas to further the growth and development of the SLI program and its students.
• Adherence to all additional staff responsibilities as pertains to Silicon Valley Education Foundation.

Qualifications
• Ability to work independently and without direct supervision.
• Strong skills in project management, time efficiency, organization, written and verbal communication.
• Quickness to adapt and learn; strong work ethic as part of a team and simultaneous ability to lead, prioritize, and delegate as appropriate.
• Strengths in strategizing, networking, partnerships, public relations, and public speaking.
• Commitment to the mission and vision of the 49ers STEM Leadership Institute.
• Clearance to work with public school students via TB testing and livescan fingerprinting.
• Willingness to perform some required evening and weekend work (both student facing and non-student facing).
• Familiarity with technology and Google/Microsoft environment a must. Comfort with digital fabrication and makerspaces strongly preferred.
• Possession of Bachelor's degree (minimum) in a STEM field and strong experience working in education spaces required. Experience in business is a plus.

Preferred Start Date and Salary Parameters: Preferred start in January, salary commensurate with experience.

Application Process: Send cover letter and resume to HR at hr@SVEFoundation.org

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