

## **Program Coordinator/Instructor: 2024 EES Summer Enrichment**

### **Description:**

Seeking a program coordinator/instructor with knowledge and/or experience with STEM programming for the 2024 summer enrichment program. Teaching certification is required.

The 2024 summer enrichment program will include the following:

Twelve days, 8:30-12:30, of onsite STEM-based exploratory programs using lessons/units/ materials from the Mystic Aquarium Sustainable Energy Engineers module.

Four offsite field visits for participants (8:30-4:30) to organizations/locations that promote opportunities to participate in “science in action” activities.

The program will be open to two cohorts of 20 students each, for students entering grades 1-6 in 2024-25. The same program will be offered to each cohort. The first program will be offered Tuesdays - Fridays from July 9 through July 19 and the second program will be offered Tuesdays - Fridays from July 30 through August 9. Both programs will run from 8:30 – 12:30, with students expected to arrive at 8:15 a.m. Every Friday there will be a planned offsite trip, (TBD) which will require students to arrive by 8:30, with a return to school at 4:30.

The Sustainable Energy Engineers developed with Mystic Aquarium will be the primary source for lessons and materials. Support will be provided throughout the program for curriculum and planned trips.

The Program Coordinator/Instructor will commit to the entire length of the program and assume responsibility for general oversight of the program, instruction, and completion of reasonable reports associated with the program in collaboration with the administration.

### **Responsibilities:**

Daily oversight and instruction of the program, including set up and clean up.

Development of program schedule.

Development of program evaluations.

Arranging for bus transportation, as needed.

Completion of any related State of Connecticut reports.

Ongoing communication with program providers.

Communication with the State Department of Education staff, as needed.

Ordering and maintenance of supplies.

Safe arrival and dismissal of students.

Maintaining attendance records.

Maintaining records of evaluations.

Communicating with families and sharing follow-up ideas (included in the program materials.)

Planning/participating in an end-of-program celebration (including families as possible.)

### **Compensation:**

\$3175 stipend for each cohort. This is contingent on each cohort having at least 10 students. There will only be 2 cohorts. The total stipend is for \$6350. The coordinator/instructor is expected to be onsite 8:00-1:00 Tuesdays - Thursdays and 8:15 - 4:45 on Fridays.

It is preferred that the instructor is available for the entire length of the program but reasonable job-sharing scenarios that are not disruptive to student learning may be considered. Job-sharing applications must be presented as one application document.

Deadline: April 12, 2024

Please send a letter of interest to Donna Leake, [dleake@eastfordct.org](mailto:dleake@eastfordct.org) and Charlie Kernan, [ckernan@eastfordct.org](mailto:ckernan@eastfordct.org)