

Hillsboro School District

Stipend job definition:

Regarding: Engineering Assistant Team Coach

Responsibilities:

The person will:

- Manage after school technology teams/club.
- Assist the Engineering Coach with leading a FRC or InvenTeam with at least 2 performances/competitions entered.
- Alternately field a team for FLL and/or field a team for FTC with both teams entering competitions.
- Promote STEM education K-12.
- To do a quality job of the above the time commitment will probably be between 150 and 200 hours.
- Assist in pursuing funding for the projects/competitions selected.

Expectations:

The assistant will help with recruiting students and volunteers to empower the team(s). Team(s) will meet two times per week for most of the year. Additionally occasional weekend meetings or competitions may occur. The team(s) will need at least one community volunteer to assist. Typical duties include:

- Publicize and promote the team through district and community publications
- Manage the volunteers
- Manage and track the budget
- Schedule locations
- Coordinate competitions
- Attend the competitions
- Manage forms and paperwork
- Submit articles to the local newspapers
- Attend team meetings every week
- Communicate with parents and other teams on a regular basis
- Promote the technology classes offered during both the school year and summer school