

**JOB DESCRIPTION:
Innovation and Design (ID) Lab
Coordinator**



Woodinville Montessori School
a nonprofit organization

SUMMARY:

The ID Lab Coordinator at WMS is a key role that bridges practical skills development and innovation in STEAM through the ID Lab. The coordinator prepares materials, teaches students, trains faculty, manages shared resources, and promotes the lab's use. They also develop and maintain systems and protocols, manage ID volunteer projects, and design innovative programs.

The successful candidate will have a commitment to education, excellent graphic design skills, strong organizational skills, effective communication skills, and a proven ability to innovate and adapt. They will also have experience working with students of diverse aptitudes and achievements. This role is instrumental in advancing WMS's commitment to practical skill development and increased opportunities for exploration, independence, innovation, and entrepreneurship in STEAM areas.

CALENDAR / FTE: Academic Year / 0.5	STATUS: Exempt	COMPENSATION: DOE – Benefit eligible
DEPARTMENT/LEVEL: Program / Specialist	REPORTS TO: Program Director	DATE: October 21, 2024

DUTIES:

Innovation and Design (ID) Lab Coordinator

- Curate the ID lab's physical and digital resources, ensuring they are up-to-date and relevant.
- Craft comprehensive guides and materials for faculty and assistants to enrich their experience in the ID Lab.
- Conduct hands-on training sessions to empower faculty and assistants to independently navigate the ID lab resources and equipment.
- Orchestrate the shared use of ID lab resources, ensuring a harmonious balance between materials, equipment, and classroom time.
- Teach practical skills development and innovation in STEAM across multiple program levels through the ID Lab.
- Innovate storage and inventory systems to streamline access and accountability.
- Establish safety protocols and training methods, tracking user competencies to ensure a safe and productive environment.
- Coordinate ID volunteer projects, creating a vibrant calendar of events, activities, and an annual ID Open house.
- Maintain the ID lab's materials, tools, and equipment, ensuring they are in optimal condition.
- Implement a check-out system for classroom materials, leveraging the school inventory system for efficiency.
- Supervise and train staff, fostering a team that facilitates programs effectively.
- Troubleshoot and perform maintenance of ID lab equipment, furnishings, and software, ensuring minimal downtime.
- Promote the ID lab by providing engaging written, oral, or photographic material to the Communications Office.
- Design and deliver after-school, secondary electives, and camp programs that utilize the ID lab, sparking curiosity and learning in students.

EDUCATION/CERTIFICATION REQUIREMENTS:

- Bachelor's degree and/or equivalent experience or professional training, preferably in education related field

- AMS or AMI Montessori Credential preferred
- Infant/Child & Adult CPR (to be completed within 30 days of hire)
- First Aid (to be completed within 30 days of hire)
- HIV/Blood-borne Pathogens (to be completed within 14 days of hire)

SKILLS AND EXPERIENCE REQUIREMENTS:

- Demonstrated commitment to the education of all children
- Three or more years of experience working individually or in small groups with students with diverse aptitudes, levels of achievement, and social/emotional levels.
- Excellent Graphic Design skills to aid in the creation of engaging materials for the ID Lab.
- Strong organizational skills to manage the shared use of ID lab resources and coordinate IT support.
- Effective communication skills to train faculty and assistants and promote the ID lab.
- Proven ability to innovate and adapt, crucial for developing new systems and protocols.

KEY PERFORMANCE CHARACTERISTICS:

- Demonstrate passion for education, reflecting a commitment to the growth of all children.
- Demonstrate empathy, patience, and respect in all interactions, fostering a positive learning environment.
- Ability to model appropriate behavior, and setting a standard for conduct within the ID Lab.
- Ability to write proficiently and speak in public, crucial for creating engaging materials, promoting the ID Lab, and providing effective training.
- Collaboration with team and families, ensuring a cohesive approach to education and technology use.

WORKING CONDITIONS:

- Must remain flexible to meet the immediate needs of students, staff, and school.
- Is required to handle multiple tasks simultaneously and prioritize.
- May experience frequent interruptions.
- May work outside in all weather conditions.

Physical demands:

- Capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Must possess acceptable hearing and visual capabilities, to determine the accuracy, neatness, and thoroughness of the work assigned, and to monitor the environment and children's well-being.
- Able to fully participate in activities.
- May frequently lift, move and/or hold 10 to 30 pounds.

Mental and emotional demands:

- Focuses on the children and their safety as the highest priority at all times.
- Able to tolerate occasionally noisy and busy children.
- Communicates with colleagues and families under stressful conditions.
- Coordinates well with coworkers, verbally and nonverbally
- Displays a positive attitude

OFFICE AND SOFTWARE SKILLS:

- Proficiency with Microsoft Office, especially Word, Publisher, PowerPoint, and Excel, and willingness to learn additional software.
- Proficiency with Adobe Creative Suite or Creative Cloud (especially Photoshop, Illustrator, or InDesign) preferred.
- Two or more years of experience using 3-D printing and CO2 Laser Software.

- Experience with inventory management software for managing shared resources in the ID Lab.

UPON HIRE:

If you are hired, you will need to complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nationwide criminal history check, which requires employees to provide fingerprints.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I have read this Job Description, and I understand the duties, requirements, characteristics and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____