



Director, Windmill STEM

Overview: Oversee all of our STEM program. Ensure our STEM programs are properly administrated, advertised, staffed, supported and that the Quality Control Plan is followed.

Schedule: Very flexible. Much of the effort will be via email and phone conversations. Occasional site visits and a handful of scheduled events are also part of this is a very flexible role.

Time Commitment: 1-4 hrs/wk. Varies with calendar of events.

Support:

- Principal, SeaTac United
- STEM site staff
- Program directors

Training:

- Walkthrough from Principal
- Individual STEM program training events

Expectations:

- Ensure high quality programs are being delivered
 - Visit each location at least once per quarter
 - Ensure staff is measuring program metrics
- Communicate
 - Email directors and instructors every month
 - Submit a monthly written report to board of directors

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