



GREELEY-EVANS SCHOOL DISTRICT 6

Employment Application

Openings as of 5/13/2024

<i>PLC/STEM Coordinator, Poudre Learning Center</i>	JobID: 14042
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Position Type:

Administration/Prof. Technical- Instructional/Coordinator

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Date Posted:

5/1/2024

Location:

Poudre Learning Center

Closing Date:

Until Filled

PLC/STEM Coordinator, Poudre Learning Center

Classification: Exempt

Date Posted: May 1, 2024

Salary: \$84,845-\$124,649, A/P/T Range 14 *Negotiable based on education & experience*

Contract Length/ Days: (2024-2025/ 260 Days)

Benefits: We offer a comprehensive benefits package including medical, dental, vision and life insurance as well as other programs for benefit-eligible employees. The employee assistance program, voluntary life insurance through PERA, and 401(k), 403(b) & 457(b) plans are available to all employees regardless of hours worked and are available immediately (upon hire date).

Paid Leave: Depending on your position, the District offers a variety of leave options, including sick leave, discretionary leave, vacation and paid holidays. More information about leave options available to Classified employees can be found in the [Board of Education Policy Manual](#).

Reports to: Director of Career and Technical Education

Deadline for application: Until filled

EDUCATION/EXPERIENCE

Required:

- Bachelor's degree
- 5 or more years management or supervisory experience

Preferred:

- CTE and/or STEM background
- Knowledge of and experience with public education, especially in science
- Experience in environmental education
- Current CPR and Wilderness First Aid certifications
- Bilingual in Spanish

JOB DESCRIPTION

Summary/Objective: The Administrator of the Poudre Learning Center (PLC) is responsible for the overall leadership and management of the PLC. Primary responsibilities include implementation of strategic plans, building internal and external partnerships, staff management and development, environmental science/STEM education coordination, integration of career and technical education pathways, financial management, marketing, and PLC program training and evaluation.

Essential Functions:

- Manage and deliver on the PLC strategic plan and incorporate the mission, vision and values of District 6.
- Coordinate district-wide STEM meetings.
- Financial management of the PLC, reporting, systems development and monitoring.
- Enhance K-12 programming to provide better value for school districts.
- Recruit and manage a volunteer database.
- Recruit qualified staff and provide for their development.
- Develop a scheduling and capacity plan to deliver on increased numbers of school districts participation.
- Increase PLC awareness amongst school districts and the community through impact storytelling (social media, campaigns, etc.).
- Evaluate PLC staff on an annual basis.
- Develop strong relationships with internal and external stakeholders.

Additional Qualifications:

- A leader in staff development, education, retention, and evaluation.
- Demonstrates leadership in the advancement of an environmental/STEM/Career and Technical Education awareness, education, and outreach.
- Demonstrates ability to implement a vision based on the mission and strategic plan.
- Demonstrates competent fiscal, personnel, and program management skills.

Other Duties:*Knowledge, Skills, and Mental Ability*

- Knowledge of Colorado and district content standards.
- Knowledge and skills sufficient to perform all duties of the position.
- Prefers leadership situations relating to meeting the social, emotional, psychological and academic needs of students.
- Prefers a work environment where flexibility, ability to deal with conflict, an ability to quickly internalize information and make informed decisions.
- Attendance and physical presence at work is required.
- Awareness of accessibility policies and practices.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Regular attendance is required for this position.

Supervisory Responsibilities: Directly supervise 6-8 team members and various volunteers

Thank you for your interest in working for Greeley-Evans School District 6. Please feel free to contact our Human Resource Office at 970-348-6074 with any questions.

EEO/AAP Statement

Greeley-Evans School District 6 shall not discriminate in its employment or hiring practices on the basis of race, color, creed, sex, sexual orientation, gender expression, gender identity, religion, national origin, ancestry, age, genetic information, veteran status, marital status or disability. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

Complaint procedures have been established for current employees, prospective employees, and applicants for employment. The name of the responsible employee who has been identified as the Compliance Officer and Title IX Coordinator for the District is as follows:

James Donahue, Title IX Coordinator & Compliance Officer

1025 Ninth Avenue, Greeley, CO 80631

Phone: 970-348-6104

Email address: jdonahue@greeleyschools.org

Weld County School District 6 and The Board of Education commits itself to a policy of nondiscrimination and shall not discriminate in its educational, employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age marital status or disability.

Concern or complaint procedures have been established for students, parents, employees and members of the public. The following person(s) have been identified as the compliance officer for the district:

Assistant Superintendent of Human Resources

1025 Ninth Avenue

Greeley, CO 80631

Phone: 970-348-6070

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