



PK-12 Programs Specialist - Part-Time

Position Summary

The PK-12 Programs Specialist supports key programs and initiatives funded by the SAISD Foundation on campuses both during school and in after-school time that enhance student learning. Current initiatives include but are not limited to STEM activities, fine arts, and grade level learning expeditions program. The PK-12 Programs Specialist will work closely with teachers, district staff, and partners to increase access to the enriching learning experiences supported by the SAISD Foundation.

Essential Functions / Key Responsibilities

Field Trips

1. Promote field trip opportunities designed by grade level, focused on K-7th grades, and ensure the school's schedule trips with partners
2. Share partners' pre-/post trips activities and information with campuses
3. Incorporate at-home conversation starters for before and after trips that can be sent to parents with permission forms
4. Attend one field trip per site each school year to ensure trip logistics and program specifics are accurate to inform teachers, and inform storytelling and reporting
5. Collect feedback from educators and organizations through electronic surveys and additional methods, to steward the programs' improvement and design

STEM

6. Support STEM Bus school visits and related events in partnership with the STEM Education Coordinator
7. Support hydroponics and soil garden programs alongside district staff, tracking usage and providing support to educators on functionality of units/gardens
8. Work with PK-12 STEM Education Coordinator to provide support for other STEM programming, including equipment, tracking location of materials, support needs, and distribution of opportunities
9. Track access to resources needed for STEM programs and help raise up needs to both program leads and Foundation staff





Fine Arts

10. Manage and regularly update SAISD Foundation supported performing arts programs google sheets with correct contacts, enrollment and program status
11. Work with instructors and directors to raise up for program support including but not limited to uniforms, instruments, and additional instruction support.
12. Support the growth of teacher-led after-school programs where possible
13. Schedule surprise grant award visits with campus principals and staff for awards outside of the standard educator grant processes
14. Support public performances and district-wide showcases

Additional Responsibilities:

- Utilize data from Data Impact Manager and district staff to draft mid-year and end-of-year data reports for related PK-12 programs supported by this position to be shared both internally and externally

Minimum Requirements

- Bachelor's degree
- Experience in PK-12 public school preferred
- Reliable transportation and a valid driver's license are required
- Satisfactory outcome of a fingerprinting background check. The applicant pays a non-refundable fee (approximately \$50.00).

Knowledge, Skills, & Abilities

- Strong organizational and coordination skills
- Proficient in Microsoft Office Suite or related software, including Google Workspace, Excel, PowerPoint, and Canva
- Ability to work independently and as part of a team, and report regularly on responsibilities
- Excellent communication and interpersonal skills
- Excited about providing enriching learning opportunities for students

Working Conditions

- Active office with shared space
- Remote workspace with access to a computer, reliable internet, computer software programs, and other equipment applicable to the position
- In-school and on-site with students and teachers

Supervisory Responsibilities / Direct Reports

None





Terms & Compensation

This is a part-time, hourly position with a starting hourly rate of \$20/hour. Regular working hours are approximately 20-30 hours a week during the school week, with occasional evening and weekend hours. Work is hybrid and requires time in the SAISD Foundation office, time at schools, and time at field trip locations. This position is not eligible for benefits. Reports to the PK-12 Programs Manager.

Application

To apply, please submit a cover letter, resume, and a list of three professional references to Mary Flannigan, SAISD Foundation Finance and Program Manager, mflannigan1@saisd.net. Please include "PK-12 Program Specialist" in the subject line.

