



# CHARLESTON CHARTER School *for* Math + Science

## **Opening: STEM/CTE Competition Coordinator**

**About Charleston Charter School for Math and Science:** Charleston Charter School for Math and Science (CCSMS) provides a STEM focused education in a culturally diverse, experiential learning environment. CCSMS is a public charter school educating 575 scholars in grades 6 to 12. We believe every child can reach their potential with the support of compassionate adults, so we've created a school to nurture and engage different types of learners and thinkers. Our community offers small class sizes and pioneering instructional approaches to shape innovators and forward-thinking leaders. Each scholar is issued their own Chromebook. Charleston Charter School for Math and Science is closing opportunity and achievement gaps and we are committed to preparing our students for 21st century careers.

**Overview of Stipend Position:** Charleston Charter School for Math and Science currently accepting applications for a STEM/CTE Competition Coordinator for the 2023-2024 school year. The position will work closely with the Executive Principal and CEO and the CTE, science, and math teachers to develop a robust STEM/CTE competition program at CCSMS for our middle school and high school scholars.

### **Essential responsibilities include, but are not limited to:**

- Develop a robust STEM/CTE competition program with middle and high school scholars and positively impact school culture. Recruit and support STEM competition teachers/advisors internally and externally. Coordinate and manage STEM competition team entries and team schedules and meet all related deadlines.
- Communicates relevant information to families and posts related information on websites and internal documents.
- Attend and host competitions to further develop our programs.
- Maintain an inventory of all competition related materials and purchases with the team or club advisor.
- Budget and assist with procurement of materials, competition gear, and services.
- Develop and implement fundraising efforts that are aligned to the culture and socioeconomics of the school.
- Maintain institutional knowledge of competitions and participants and provide pictures, content for press releases, and other information, as needed.
- Be engaged on a regional and state level in planning and coordinating related events and representing CCSMS as a leader in STEM and CTE education.
- Enthusiastically take on other duties as needed or assigned and proactively pitching in wherever needed to make the STEM/CTE competition teams run smoothly and safely.

### **Education, Experience, and Skills desired:**

- Bachelor's or Master's Degree.
- Experience with middle and/or high school students.
- Experience developing and motivating teenagers with the belief that all scholars can learn and grow.
- Creative problem solver with a healthy sense of humor and a resilient spirit.

### **Requirements:**

- Keep information confidential as required by law.
- Afterschool meetings and club preparation with some evenings and weekends, as needed.
- Background check as required by the State of South Carolina.
- Afternoon, evening, and weekend hours for competitions

**Hours:** Outside of school hours (e.g., afterschool, weekends, etc.)

**Stipend:** \$15,000

**Benefits:** TBD



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**Apply today! We are actively accepting resumes. All interested applicants may submit a cover letter, resume, and current certification to [careers@charlestonmathscience.org](mailto:careers@charlestonmathscience.org).**

CCSMS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CCSMS complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. CCSMS prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students or third parties. Title IX Coordinator information at [www.charlestonmathscience.org](http://www.charlestonmathscience.org).