

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR - MAKERSPACE TRAINING

BASIC FUNCTION:

Under the direction of an assigned supervisor, provides oversight of the Ridder Park and South County Annex Santa Clara County Office of Education (SCCOE) Makerspaces, including materials, space, activities and events; creates, designs and facilitates workshops, trainings and supports for the SCCOE educators and staff, Inclusion Collaborative and California Preschool Instructional Network (CPIN) fee-for-service customers, which include both district and community agencies, and others as needed; provides marketing for the SCCOE Makerspace, including newsletter, events, and social media posts and remains current on Makerspace activities and updates.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinates and manages the day-to-day operations of the SCCOE Ridder Park and South County Annex Makerspaces, which includes oversight of materials, spaces, activities, scheduling, marketing, and events.

Creates, designs, and facilitates workshops, training, and support for SCCOE educators, staff, and Inclusion Collaborative fee-for-services customers, which includes both district and community agencies, and others as needed.

Works with Facilities, Risk Management, Technology teams and outside vendors to maintain and update tools and equipment as needed.

Designs and implements a student-centered Makerspace program at the South County Annex; works collaboratively with student programs such as OYA, Alternative Education, Migrant Education, Head Start and Special Education to create and maintain a schedule for Makerspace training, use, and the development and implementation of new Makerspace projects.

Designs and implements a Makerspace training and tool badging system for educators, staff, and students to ensure proper use and safety when working with tools and equipment.

Develops and implements an on-going marketing plan and materials to promote all Makerspace activities within the community and other departments within SCCOE, including updates on the Inclusion Collaborative website, training flyers, promotional videos, brochures, and social media.

Keeps current with the latest findings and trends in Makerspace information, development, and practices; utilizes equipment and materials that incorporate new innovative ways to support children, educators, and families.

Creates and maintains a repository of tutorials on how to safely and properly use the equipment and materials in the space, as well as documenting projects and supports built in the Makerspace.

Develops an evaluation plan to determine the effectiveness of supports and professional development; analyzes data and adjusts SCCOE Makerspace activities as determined; maintains data record keeping and provides on-going data reports of SCCOE Makerspace programming.

COORDINATOR - MAKERSPACE TRAINING continued**Page 2**

Manages the coordination of Makerspace activities with SCCOE staff and community partner staff; hosts Makerspace Open House at Inclusion Collaborative events, including the annual IC State Conference and South County Annex Maker Faire.

Operates a computer and assigned software programs; operates other office equipment as assigned, in addition to specialized Makerspace equipment.

Consults and collaborates closely with Inclusion Collaborative and other SCCOE staff about incorporation of Makerspace activities into upcoming trainings and activities to support on-going professional development, training, and coaching.

Assists the Director with organizing and directing the activities and operations of the Inclusion Collaborative as they pertain to professional development, training, coaching, and designing Makerspaces; participates in the development and implementation of departmental policies and procedures.

Collaborates and leverages resources with partnering agencies and organizations such as the Krauss Center for Innovation and other leaders in Makerspace design.

Provides leadership, coordination, and oversight of Inclusion Collaborative projects as well as projects throughout the SCCOE; assists with research and the development of new innovative resources to support inclusive education.

Develops, plans, and monitors programs, events, and projects within the Inclusion Collaborative, as well as throughout the SCCOE, and serves as a liaison to partners regarding inclusive education, making and designing at the local and state level; coordinates training for multi-agency staff; participates in the development of collaborative projects with other departments and community agencies.

Maintains records of cost and supplies in coordination with administrative support; provides ongoing reporting on inquiries and material usage including feedback on support given through ongoing evaluations.

Facilitates meetings, creates agendas, and maintains minutes for Makerspace meetings.

Responds to inquiries, issues, and concerns; communicates with administrators, personnel, and outside organizations to coordinate activities, resolves issues and conflicts and exchanges information; advises on Makerspace goals and objectives.

Creates a Makerspace that is personalized for the Santa Clara County Office of Education; promotes deep understanding of concepts; provides access to all to ensure equity; invites individual-driven exploration; differentiates for individual needs and conveys an intentional vision which provides inspiration.

Manages the presence of Makerspace including physical, virtual, and hybrid offerings.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Philosophy of providing opportunity for students to learn by making;

COORDINATOR - MAKERSPACE TRAINING continued**Page 3**

Strategies to create student-centered learning environments;
 Typical and atypical development for children from birth to 12th grade;
 Curriculum development for both the general education and preschool education;
 IDEA Part B and C program procedures and requirements;
 Adult learner development;
 General education and special education for children from birth to 12th grade;
 Practices and procedures related to the teaching profession;
 Childcare program licensing requirements;
 Evidence-based practices including State guidelines for children birth to 12th grade;
 Oral and written communication skills;
 Interpersonal skills using tact, patience, and courtesy;
 Operation of a computer and assigned software;
 Health and safety regulations;
 Record-keeping and report preparation skills;
 Universal Design for Learning (UDL) a nationally used framework to improve and optimize teaching and learning for all people based on scientific insights into how humans learn;
 Understanding and practice of Person First Terminology.

ABILITY TO:

Provide on-going training and support to programs within the Inclusion Support Warmline community, Inclusion Collaborative and CPIN programs and community partners and others as directed;
 Demonstrate how student learning can be enhanced through making, design thinking and tinkering;
 Collaborate, curate, create, critically think, and communicate while creating strength-based dynamic professional learning environment;
 Facilitate, plan, develop, implement, and maintain community partnerships with school districts, educators, early childcare programs, families, and community agencies to promote successful environments and practices;
 Oversee the care and maintenance of Makerspace materials, space, and equipment;
 Maintain an ongoing marketing plan for the Makerspace;
 Embrace equity, diversity and inclusion and perform in a multicultural setting;
 Communicate effectively both orally and in writing;
 Follow and assure compliance with health and sanitation requirements; Interpret, apply, and explain rules, regulations, policies, and procedures;
 Establish and maintain cooperative and effective working relationships with others;
 Operate a computer and assigned office equipment;
 Meet schedules and timelines;
 Work independently with little direction;
 Plan and organize work;
 Oversee and participate in the preparation and maintenance of records and reports.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
 Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
 Demonstrates emotional intelligence;
 Models inclusive, effective, and authentic communication;
 Applies knowledge of the intersectionality of race, equity, and inclusion;
 Builds and sustains positive, trusting relationships;
 Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to bachelor's degree in education or closely related field, at least three (3) years of classroom experience in teaching and coaching. Experience managing educational programs, including budgeting, mentoring, and working in a Makerspace environment. Knowledge and experience providing Social-Emotional training and curriculum, including the use of visual support, to teachers and support staff. Experience using Makerspace equipment, including printers, laminators, crickets, and other specialized equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid Makerspace Coordinator Certificate
Authorized CSEFEL Teaching Pyramid trainers and coaches prioritized, but not required.
Valid California driver's license
Valid California Child Development Program Director Permit or Administrative Credential

WORKING CONDITIONS:

ENVIRONMENT:

Office or Makerspace environment
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operate a computer keyboard (e.g., take notes and write observation summaries);
Standing for long periods of time (up to 4 hours);
Reaching with hands and arms overhead, above the shoulders and horizontally; stoop; kneel, or crouch;
Lifting, moving, and transporting office/training materials, weighing up to 40 pounds;
Ability to read fine print, prepare and proofread documents.

	DocuSigned by: <i>Larry Oshodi</i> 84A286968D5B4A4...	5/24/2023 11:23 AM PDT
Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
	DocuSigned by: <i>Mary Ann Dewan</i> 72890FED1F52493...	5/24/2023 11:22 AM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date

Revised 9/14/22: Duties updated.
Revised 5/24/23: Title revised from Makerspace Training Specialist to Coordinator-Makerspace Training; duties updated.