



Position Title:	STEM Coordinator
Reports To:	Executive Director, INNOVATE Albion
Employer:	INNOVATE Albion (assigned to Marshall Public Schools elementary buildings)
Assignment:	Two elementary school buildings per Coordinator (Harrington, Hughes, Walters, or Gordon Elementary)
Program:	Elementary STEM Coordination Initiative (Ford Future Builder Labs)
Status:	Full-Time, Grant-Funded (Two-Year Pilot, with renewal contingent on continued funding)
Work Schedule:	Standard school-day hours, aligned to the Marshall Public Schools academic calendar; some after-school programming required
Start Date:	Summer 2026 (planning); full building placement begins with the 2026–2027 academic year

Position Summary

The STEM Coordinator is an INNOVATE Albion employee embedded within two Marshall Public Schools elementary buildings. The Coordinator's core function is instructional support, not classroom teaching: working alongside classroom teachers to review their existing curriculum, scope, and sequence, and identify specific points where the Ford Future Builder Labs' technology and hands-on STEM experiences would meaningfully enhance student learning. The Coordinator helps teachers plan and prepare to lead these experiences themselves, co-teaching or modeling selectively to build teacher confidence rather than delivering lessons on a regular basis. This role is central to ensuring that the Marshall Public Schools district, the State of Michigan, and Ford Philanthropy's investment in the Ford Future Builder Lab infrastructure translates into consistent, equitable, and high-quality STEM learning experiences for every elementary student, led ultimately by classroom teachers themselves.

Key Responsibilities

- Work directly within two assigned elementary school buildings on a regular basis, serving as an embedded instructional resource and thought partner for classroom teachers and Lab Specialists.
- Partner with classroom teachers to review existing curriculum, scope, and sequence, and identify specific points where Lab technology and hands-on STEM experiences would add the most value to student learning.
- Support teachers in planning and preparing Lab-integrated lessons that they will lead themselves; co-teach or model lessons selectively to build teacher comfort and confidence with the Lab, rather than as a regular instructional load.
- Maintain a shared record of curriculum integration points identified across both buildings to inform district-wide planning and future curriculum alignment work.
- Design and facilitate programming and supplemental STEM opportunities, including after-school programming where appropriate.
- Build relationships with building principals and teaching staff to identify early adopters and expand buy-in building-wide.
- Track teacher engagement, integration points identified, and student participation; contribute data to INNOVATE Albion and Marshall Public Schools reporting and to the external program evaluator.
- Ensure equitable access to Lab resources for all students, with particular attention to economically disadvantaged students and students receiving special education services.

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- Coordinate with the second STEM Coordinator and with INNOVATE Albion staff to align approaches, share best practices, and connect teachers and lab specialists across the district.
 - Attend regular planning meetings, data review sessions, and implementation check-ins with the Executive Director and district leadership.
 - Maintain Lab equipment in coordination with building staff and flag maintenance, safety, or supply needs.
 - Participate in ongoing professional development related to the Labs, instructional coaching, and emerging STEM technologies.

Qualifications

Required:

- Bachelor's degree in education, engineering, a STEM field, or related experience; equivalent professional experience will be considered.
- Experience working with elementary-age children in a classroom, camp, museum, or afterschool setting.
- Comfort with hands-on technology, robotics, and maker-space or fabrication tools (e.g., 3D printers, laser cutters, coding platforms), or demonstrated ability to learn quickly.
- Strong relationship-building and coaching skills; ability to earn the trust of classroom teachers without formal supervisory authority over them.
- Excellent organizational skills and ability to track and report on program participation and outcomes.
- Ability to pass required background checks and comply with Marshall Public Schools building and safety policies.

Strongly Preferred:

- Prior classroom teaching experience or instructional coaching experience.
- Familiarity with project-based learning models and STEM/STEAM curriculum design.
- Experience with robotics teams, coding curricula, or fabrication lab (Fab Lab) equipment specifically.

Working Conditions

- Position is based primarily on-site across two Marshall Public Schools elementary buildings, with occasional work at INNOVATE Albion's facility.
- Requires moving between two buildings on a regular schedule; reliable transportation needed.
- Some evening or after-school hours required for after-school or seasonal programming.
- Physical ability to set up, operate, and support the use of Lab equipment and materials with students.

Compensation & Benefits

Compensation is competitive and commensurate with experience, funded through the Elementary STEM Coordination Initiative grant budget. Specific salary range, benefits, and PTO will be provided by INNOVATE Albion at the time of offer.

To Apply

Interested candidates should submit a resume and cover letter to Caroline Hurteau, Executive Director, INNOVATE Albion, at churteau@casterconcepts.com.