

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.








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