

## **Harpeth Hall School - The Director of the Center for STEM Education for Girls**

**Summary:** Harpeth Hall seeks a dynamic and proven leader to lead the Center for STEM Education for Girls. The Director will be highly organized and a strong communicator with proven experience in STEM fields, preferably in an underrepresented field (engineering, computer science, etc.) and preferably pre-college teaching expertise. The Director will have research expertise that fosters future success in leading Center-based research and will have a demonstrated interest in and understanding of the value of girls pursuing STEM and developing STEM pathways for girls. The Director will be a fearless networker and bring strong networks in related fields to the job. Lastly, the Director will be capable of “reimagining the box” and implementing a refreshed vision for the Center.

**Major Duties and Responsibilities:** The responsibility of the Director of the Center for STEM Education for Girls is to provide direction and momentum for STEM education locally and nationally. The Director reports to the Head of School and works closely with the Director of the Upper School, the Director of the Middle School, upper school and middle school science and mathematics department chairs, the Coordinator of STEM Education, and the Director of Library and Information Services.

- Collect research-based information and innovative best practices in STEM education for girls
- Act as a clearinghouse of STEM information for educators, including Harpeth Hall faculty
- Initiate and maintain collaboration with local public and charter schools, other universities, research institutes, and corporations to foster continuing dialogue to benefit STEM education for girls
- Serve as a resource to other schools, both private and public, to facilitate STEM strategic planning sessions at the department, school district, or board level
- Provide leadership for Center initiatives, including the STEM Consortium, the STEM Think Tank and Conference, the STEM Summer Institute replication, and other initiatives
- Continue to cultivate strong relationships with STEM Consortium members and their schools/organizations. Develop additional leadership opportunities for them as well as appropriate rewards for their contributions.
- Document the success of the Center for STEM Education for Girls for grant providers as well as through white papers and other publications that serve the Consortium and other interested schools
- Develop and maintain a user-friendly Center website linked to the Harpeth Hall website that includes information about Center programs as well as a listing of best practices in STEM for girls (chosen based upon a Center-designed rubric)
- Work with college counselors to engage them in the Center’s work and research
- Partner with other STEM organizations, including ones that represent underrepresented populations, to increase the impact of the Center

- Continue to run face-to-face professional development hosted at the Harpeth Hall School and other Consortium member locations
- Consider alternative forms of professional development including online webinars, et al.
- In conjunction with the STEM Consortium, develop a new initiative to certify STEM Schools for Girls by designing and implementing a rubric
- Work with upper school faculty to place students in Winterim STEM fields
- Help identify STEM speakers at Harpeth Hall
- Work with the Advancement Office to raise funds for the Center
- Develop and oversee the budget for the Center for STEM Education for Girls
- Other duties as assigned

He/she must demonstrate a desire to continue to grow as a culturally competent professional with sensitivity to the needs of individuals from diverse backgrounds.

Candidates should complete an [online application](#) including a letter of interest, resume, and references.