UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Computer Science Education Outreach

DIVISION: Academic Affairs (College of Arts and Sciences)

DEPARTMENT: Computer Science and Statistics

REPORTS TO: Chair, Computer Science and Statistics

GRADE: 13

SUPERVISES: N/A

BASIC FUNCTION:

Develop, implement and evaluate Computer Science and Cyber Security elementary and secondary educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, implement and evaluate educational programs for elementary and secondary computer science and cybersecurity education.

Train elementary and secondary teachers in these programs.

Monitor and assess University of Rhode Island courses taught for concurrent enrollment in high schools.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in statewide elementary and secondary computer science and cybersecurity education organization meetings.

Support Microsoft trained teachers delivering URI courses in high schools.

Organize and deliver computer science and cybersecurity education outreach events.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, data base management and spreadsheet software; Microsoft Educator certification; Web site programming and programming of applications in Java.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in Education; Minimum of eight years professional experience in Science Technology Engineering Mathematics (STEM) education; Demonstrated experience in the area of computer science elementary and secondary education; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; and Demonstrated ability to work with diverse groups/populations. Must have Microsoft Educator certification.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.