



SCHOOL DEPARTMENT MEMO: 81-23/24

TO: All Staff

FROM: Brenda Theriault-Regan, Superintendent of Schools

DATE: October 31, 2023

STEM Pathways Program Coordinator
(dependent upon grant funding)

Tewksbury Memorial High School is committed to providing students with a well-rounded and career-focused education. We are seeking an enthusiastic STEM Pathways Coordinator to help shape the future of STEM education in our high school. The STEM Pathways Coordinator will play a crucial role in developing, implementing, and overseeing STEM Pathway programs within our high school. The primary objective of this position is to build, inspire and support students in their pursuit of STEM-related careers and future education. All applicants must be available to meet with high school students during school hours.

Qualifications: DESE licensed staff only. Experience with career counseling is a plus.

General Duties to include, but not limited to:

- Collaborate with administration, educators, students, and families to design and implement STEM Pathways.
- Provide information, guidance and mentorship to students interested in STEM fields, and provide assistance with appropriate coursework, extracurricular activities, capstone projects, and internships if available.
- Promote STEM Pathways within the high school, including informational workshops, program pamphlets, and development of a Pathways website.
- Establish partnerships with local businesses, universities and STEM-related organizations to create career orientation opportunities and potential internships.
- Work closely with Guidance staff members to recruit students for Pathway opportunities.

Reports to: Site Based Building Principal, STEM Director, Director of Student and Family Support, and Grants Coordinator

Duration: Upon appointment for the duration of the 2023-2024 school year.

Pay: \$3,500 Stipend

Required for consideration: Letter of Interest with qualifications and/or experience

Submit application to: Dr. Cynthia Basteri
basteric@tewksbury.k12.ma.us

Application Deadline: Position open until filled by a qualified applicant • EOE • 2023-2024 School Year

Posting emailed to all staff on October 31, 2023

PLEASE POST