

## Attachment A - Statement of Duties of Employment

### Team Leader, Computer Science and Technology

#### Role:

Your role as a SuperNOVA Team Leader, Computer Science and Technology will be to oversee the successful development of curriculum specific to the area of computer science and technology, the integration of technology into program management and execution, and providing office technology support. You will be responsible for overseeing a small team of instructors for the creation and delivery of all Computer Science and Technology content. From time to time you may be required to perform other tasks.

You will also act as an instructor during SuperNOVA's workshop (May/June) and camp (July/August) programs and deliver a series of youth science workshop science, technology, engineering, and math (STEM) themed workshop and camp programs on Dalhousie University campuses and in off-campus locations including urban, rural, and remote communities. You will work alongside one or more other SuperNOVA instructors and coordinators to deliver the activities and provide supervision and care to youth participants.

You will work under the supervision of the Director of SuperNOVA and will report directly to the Director on any employment matters.

#### Duties:

- Development of computer science and technology curriculum.
  - Developing exciting and educational computer science curriculum for all Computer Science and Technology camps.
  - Identifying and coordinating mentoring events, tours, and site-visits with computer science/technology professionals from the industry and research sectors.
  - Overseeing a small team of instructors during curriculum creation to ensure that curriculum is safe, accessible, and appropriate for the target grade ranges.
  - Working with team members to procure and manage technology curriculum materials and resources.
  - You will be responsible for creating and maintaining a list of materials for purchasing, as well as maintaining a budget of supplies.
- Supporting office technology and program technology integration.
  - As needed, providing support and troubleshooting for office technologies and infrastructure.
  - Proactively making policy recommendations related to office technology and infrastructure.
  - Investigating and applying technologies to enhance the operations of camp management.
  - Providing training, as needed, to staff on operating technology.
  - Creating documentation and other resources on technology operation and use.
- Act as a general program instructor.
  - Adherence to SuperNOVA's policies and procedures at all times.
  - Participating in SuperNOVA training during the course of your employment.
  - Learning and practicing the delivery of all SuperNOVA-delivered activities prior to delivery.
  - Advance preparation of materials prior to the start of the programs.
  - Delivering STEM workshops (May-June) and camps (July-August) in Halifax and communities throughout Atlantic Canada.
  - Providing supervision for program participants and acting as a positive role model.
  - Delivering presentations at community events and other STEM outreach opportunities.
  - Communicating with and supporting positive relationships with campers, parents, media, and other stakeholders.
  - Ensuring that program facilities are tidy, secure, and facility policies are being followed.
  - Creating hazard assessment documents for each activity developed to ensure that safety protocol is accessible at all times.
  - Reconcile expenses charged to SuperNOVA as per SuperNOVA procedure.
  - Aiding in maintaining a healthy relationship with Dalhousie, which includes ensuring that all instructors and participants are respectful of Dalhousie University staff, property and facilities.