GREENSBORO DAY SCHOOL

Greensboro Day School's mission is to develop the intellectual, ethical, and interpersonal foundations students need to become constructive contributors to the world.

Makerspace Shop Manager & Design Teacher

REPORTS TO:
Director of STEAM & Technology Innovation

FLSA JOB CLASSIFICATION:
Exempt, 12 Month Position, 7:45 - 4:30 M-F; plus one evening per week

JOB PURPOSE:
The Makerspace Shop Manager and Teacher (MSMT) sets the visionary tone for the Gail Isaacson Bernstein '76 Center for Engineering and Innovation by designing programs and courses aligned with the School's strategic vision. The MSMT manages the upkeep of the makerspace equipment, orders supplies and consumables inventory, and ensures the safe storage of all tools and equipment. The MSMT is an approachable, highly organized creative who teaches product design courses using wood and metal materials, supervises regular before and after-school open tinker lab time, co-teaches integrated projects that implement design thinking and fabrication across the curriculum in grades 4-12, and co-coaches the upper school robotics team.

This is a 12-month, on-campus position, five days per week, 7:45 a.m. - 4:30 p.m., Monday through Friday, as well as one evening per week for two hours as the adult education makerspace instructor. Occasional weekend work is required.

The MSMT models the GDS Community Cornerstones of Respect, Kindness, Integrity, and Responsibility.

PRIMARY RESPONSIBILITIES:

- Teaches regular courses (i.e. Product Design, Product Design, Furniture Making) in the Middle & Upper School
- Manages the makershop/fabrication lab: oversee equipment (woodworking, metalworking, CNC, 3D printing if applicable), maintains tool inventory, coordinates maintenance, ensures safety protocols, orders supplies
- Sets and manages the makershop/fabrication lab budget (in coordination with school administration) for tool purchases, maintenance, materials

- Plans and delivers rich, hands-on, student-centered design/build experiences, emphasizing design thinking, materials, tool safety, iteration, collaboration, and product finish
- Collaborates with other faculty (science, engineering, art, design) to integrate cross-disciplinary projects that implement design thinking and fabrication (e.g., physics + design, sustainability + furniture)
- Provides student mentorship and guidance through the design process (ideation, prototyping, iteration, manufacturing, finishing)
- Enforces and models shop safety; leads student training in tool use, materials handling, finishing techniques
- Documents student work and outcomes (portfolio development, show/exhibit work, integrated student reflections)

ADDITIONAL RESPONSIBILITIES:

- Teaches one evening per week during the school year as part of the adult education series that launches in 2026-27
- Teaches a Winter Term class
- Teaches summer camps and supervisees open lab times during the summer months
- Supervises and facilitates a middle and/or upper school design/build club
- Co-coaches the Upper School Robotics Team
- Actively supervises a daily morning and afternoon tinker lab (7:45-8:15 a.m.) and (3:15-4:30 p.m.) Monday - Friday
- Develops, publishes, implements, and manages makerspace usage and safety policies and rules for employees and students
- Participates in faculty meetings, provides professional development, and contributes to the school's mission of innovation, craftsmanship, and inclusive community
- Serves as a role model in all aspects of professionalism, time-sensitive deadlines, self-evaluation, scholarship, and effective pedagogy, and demonstrates an extraordinary passion and enthusiasm for the Makerspace
- Performs other duties as assigned by the Head of School

GDS Cultural Competencies	GDS Employee Skills
• Human-Centered • Data-Informed • Empathetic • Collaborative • Professionalism • Technologically Fluent • Adaptable & Growth Mindset	• Integrity • Welcoming • Respectful • Listens to Understand • Relationship-Focused • Student-Centered • Field Expertise

• Inclusive • Productive conflict resolution	• Coachable • Lifelong Learner • Kind

Position Requirements
• Bachelors Degree Required, Masters Preferred • Successful experience teaching middle and/or upper school students in STEM and/or design classes • Demonstrated success teaching students in a makerspace environment • Experience using the design thinking process in the classroom • Understanding of the basic principles of coding and computer science • Demonstrated proficiency in operating and managing technical equipment and tools including 3D printers, CNC Router, welding machines, laser printers, saws (band, circular, table), plasma cutter, mig welder, soldering irons, drills • A tinkerer, engineer, and/or carpenter at heart who knows how to inspire the love of building, testing, and designing in students

WORKING CONDITIONS:

The work environment for this position can include sedentary and confined to an office, external professional development that may require travel, and active participation in school events. Extended work hours are common. Some weekend, evening, or early morning work may be required from time to time. The noise level in this work environment is moderate to high.

PHYSICAL REQUIREMENTS:

Primary functions require sufficient physical ability and mobility to work in a makerspace lab; to stand or sit for prolonged periods of time; to operate equipment and tools that require safety protocols, occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry (ability to lift up to 50 pounds), push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.

DIRECT REPORTS:

None