

Job Posting

The German International School Washington D.C. is looking for:

MakerSpace Coordinator

Who we are:

The German International School Washington D.C. is a leading international school in the Washington DC metro area. For over 60 years, GISW has been teaching children from preschool through twelfth grade. Aside from being the first MINTEC certified school in the USA, GISW offers a U.S. High School Diploma as well as a German International Abitur (DIA) to its students.

Position summary:

The MakerSpace Coordinator oversees and facilitates the school's MakerSpace operations. This position designs and leads hands-on, project-based learning experiences for students in all grades (PreK through 12). The Coordinator collaborates closely with faculty to implement maker-centered pedagogy, integrate it into curricula, and advance the MakerSpace as an interdisciplinary learning platform.

OPENING:	2026/27 school year
GENERAL INFORMATION:	<ul style="list-style-type: none"> • The position holder collaborates with all school departments to advance STEM education for students from PreK through Grade 12 • They report to the Head of School or a designated STEM Lead (as appointed by the Head of School) • This is a part-time position at 75% FTE (Full-Time Equivalent) • Pay Range: \$45,384 - \$72,459 per school year
DESCRIPTION:	<p>1. Instruction & Teaching</p> <p>Responsibilities span instructional and program development roles:</p> <ul style="list-style-type: none"> ○ Team-teach with faculty in the MakerSpace to integrate making, design thinking, and technology into classroom projects ○ Supervise students during project-based work in the MakerSpace, including instructional responsibility for electives, clubs, and extracurricular programs ○ Design and deliver instructional units in STEM, robotics, and design (electives, AGs, student-led initiatives) ○ Organize regular "Open MakerSpace" hours and provide student supervision.

- Provide individualized guidance for student projects
- Conduct workshops and professional development for faculty and the school community
- Develop age-appropriate MakerSpace activities aligned with curricula and school learning goals
- Design and implement age-appropriate makerspace activities aligned with classroom curriculum and school-wide learning goals

2. Makerspace Management

- Oversee daily operations of the MakerSpace, ensuring a safe, organized, inclusive and welcoming environment
- Maintain tools, equipment, and materials, including 3D printers, laser cutters, robotics kits, hand tools, and electronics
- Manage inventory, order supplies, and coordinate equipment maintenance.

3. MakerSpace Development

- Conceptualize, document, and curate successful MakerSpace initiatives (e.g., project blueprints, lesson units, prototypes) into a searchable digital repository for ongoing faculty use and collaboration
- Establish partnerships with local businesses and external organizations.
- Prepare reports and grant applications

4. Faculty, Marketing & Community Collaboration

- Coordinating and supporting relevant Quality Circle work (e.g. STEM QC)
- Partner with teachers across grade levels and subject areas to design meaningful, curriculum-connected maker experiences.
- Provide professional development and coaching to faculty on integrating maker-centered learning into their teaching.
- Foster a culture of innovation by hosting exhibitions, maker fairs, or community maker events
- Support community engagement (e.g., Winter Fest) to involve families and the broader community.
- Create content for the school's Instagram accounts per brand guidelines (showcasing student work, behind-the-scenes insights, and community dialogue).

<p>REQUIREMENTS:</p>	<ul style="list-style-type: none"> • Excellent written and spoken German and English skills • First State Examination, US Bachelor degree in relevant field or comparable degree • Flexibility and willingness to work independently • Teamwork and collaboration skills • Planning and coordination skills • Excellent communication skills • Ideally, this position will be held by the same person for at least 3 years • Authorized to work in the U.S. for any employer
<p>BENEFITS</p>	<ul style="list-style-type: none"> • Health, Dental and Vision Insurance • Personal Leave • Sick Leave • Paid Holidays • Employer paid Disability Insurance • Retirement Plan with generous employer match <p>*Benefits may vary depending on employment status*</p>
	<p><i>The German International School Washington D.C. does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disability in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other school-administered programs.</i></p>

Potomac, March 2026

Carsten Apsel, OStD
Head of School