

POSITION TITLE: TSSP (TISP) Coordinator

TERM: Nominated Position. Confirmed at the start of each year

APPROVAL: 05 Nov 2018

LATEST REVISION: N/A

Outline

This position leads the TSSP (TISP) team providing support to primary and secondary school teachers associated with STEM education subjects.

The TSSP Coordinator is an executive member of the Educational Activities Committee

Tasks that need to be considered are;

1. Monitor the activities within other Sections in Australia relating to IEEE TISP activities
 2. Arrange NSW programme for the year in consultation with school education providers
 3. Coordinate the TSSP team members participating in the various activities during the year and recruit new team members as may be necessary
 4. Maintain contacts with various teacher/education associations
 5. Keep aware of programmes provided by others in STEM education
 6. Provide support to other Sections participating in IEEE TISP activities
 7. Report on all TSSP (TISP) activities to the IEEE Educational Activities Board
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ACTIVITIES

February

- Ensure that a budget is submitted for the years activity
- Provide a plan to the section for the years events
- Arrange for the preparation of workshop/handout kits for teacher conferences

June

- Send an article to the Circuit Editor

August

- Represent TSSP Activities at the annual Section UNITE event with a focus on generating new ideas and signing up member volunteers for outreach

September

- Send an article to the Circuit Editor

October

- Send an email to the Section Executive confirming if you would like to continue the position into the following year