

• Roles and Responsibilities of Partner Schools in the SPARK Project

Partner Institution	Country	Main Role	Key Responsibilities
OOU Kiril i Metodij	North Macedonia	Project Coordinator	- Oversees overall project management and ensures compliance with Erasmus+ regulations- - Manages project budget, financial reporting, and risk monitoring- - Coordinates communication and collaboration among partners- - Organizes meetings and monitors project progress- - Leads dissemination activities, multiplier events, and accreditation processes- - Manages project website and digital platforms
Şcoala Gimnazială Nr.1 Valcău de Jos	Romania	AI & STEAM Coordination	- Leads the development of AI and STEAM-integrated lesson plans- - Manages technological infrastructure and digital tools- - Coordinates dissemination via eTwinning TwinSpace- - Organizes International Teacher Training- - Designs and implements pre- and post-surveys- - Supports STEM-based teaching practices
Keçiören Science and Art Center (BİLSEM)	Türkiye	Evaluation & Program Development	- Designs evaluation tools and survey methodologies- - Leads collaborative program development processes- - Organizes mentoring and ongoing support activities- - Manages translation of project materials- - Coordinates project fairs and educational events- - Leads the First Structured Teacher Training- - Develops Social-Emotional Learning (SEL) content
Şcoala Gimnazială Răscăeți	Romania	Implementation & Dissemination	- Coordinates classroom implementation of the program- - Organizes parent engagement workshops- - Develops and executes dissemination strategy- - Shares project outputs via newsletters and social media- - Prepares biannual dissemination reports- - Collects and analyzes parent feedback

· 1. OOU Kiril i Metodij (North Macedonia) – Coordinator Institution

Main role: Project leadership and overall coordination

Responsibilities:

- Managing the **overall project implementation and budget control**
- Ensuring compliance with **Erasmus+ regulations**
- Coordinating **communication and collaboration** among partners
- Planning and conducting **project meetings**
- Managing the **project website and multilingual content**
- Organizing **Multiplier Events** and accreditation processes
- Contributing to the development of **AI and STEAM-based content**
- Monitoring project progress and managing risks

· 2. Școala Gimnazială Nr.1 Valcău de Jos (Romania) – AI & STEAM Leader

Main role: Technology and innovative teaching content

Responsibilities:

- Leading the development of **AI and STEAM-based lesson plans**
- Managing the project's **technological infrastructure and digital tools**
- Conducting dissemination activities via **eTwinning TwinSpace**
- Organizing **international teacher training activities**
- Managing **pre-test and post-test evaluation processes**
- Supporting the integration of **STEM practices into classroom teaching**

· 3. Keçiören Science and Art Center (Türkiye) – Evaluation and Program Development

Main role: Assessment and content quality

Responsibilities:

- Designing **evaluation tools and survey processes**
- Leading the **Collaborative Program Development process**
- Organizing **mentoring and continuous support activities**

- Managing the **translation of project materials**
 - Organizing **Project Fairs**
 - Leading the **First Structured Teacher Training**
 - Developing **Social-Emotional Learning (SEL) content**
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· 4. Școala Gimnazială Răscăeți (Romania) – Parent Involvement and Dissemination

Main role: Implementation, parental engagement, and visibility

Responsibilities:

- Coordinating the **Program Implementation in classrooms**
 - Planning and conducting **parent involvement workshops**
 - Preparing the project's **dissemination strategy**
 - Promoting the project via **social media and newsletters**
 - Preparing **biannual dissemination reports**
 - Collecting and analyzing **parent feedback**
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· General Overview (Summary)

- **Coordinator (North Macedonia):** Management, budget, overall supervision
 - **Romania (Valcău):** AI & STEAM, technology, instructional content
 - **Türkiye (Keçiören):** Evaluation, training, quality assurance
 - **Romania (Răscăeți):** Implementation, parent involvement, dissemination
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