



Town of Wytheville

Job Opening

Job Title: **Education Assistant**

(Part-time)

ANTICIPATED SALARY: \$15.00 per hour

JVA#: 2023-06

DEPARTMENT: Museums

POSTED: June 6, 2023

POSITION SUMMARY: Reporting to the Director of Museums and collaborating with the Curator of Education, this position delivers interactive learning experiences in the academic areas of history and culture on-site and in the classroom to school-age children.

➔ **A Position Description and Additional Information may be found on the Town of Wytheville's Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

MINIMUM DESIRED QUALIFICATIONS: Proven successful experience working with elementary-age children. Knowledge of the history and culture of Wythe County and the Appalachian region. Skilled delivery of history-based activities with grades Pre-K through 6th grade. Willingness to learn programs developed by the Town of Wytheville Museum staff. Proven team player with a positive personality. Quick learner and comfortable switching between grades/lessons throughout the day/week/month as necessary. Ability to learn principles of Museum education and interpretation. Ability to relate to adults, families, and children of all ages. **PREFERRED QUALIFICATIONS:** Coursework in Elementary Education or Early Childhood Development.

HOW TO APPLY: Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town of Wytheville Municipal Building at 150 E. Monroe St., Wytheville, VA and obtaining an application packet. Please submit a completed application by mail to Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382; by fax at 276-223-3453; or via email to: human.resources@wytheville.org.

CLOSING DATE: Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

The Town of Wytheville is an Equal Opportunity Employer

POSITION DESCRIPTION

Class Title: Education Assistant
Department: Museums
Date: January 8, 2007

GENERAL PURPOSE

Delivers on site and in classroom heritage-based activities to school age children. Must be a team player who can respond appropriately to young children in a class room setting and able to learn lessons quickly switch between lessons on a daily/hourly basis. The Department of Museum trains staff to present programs and activities both on-site and through outreach programs. This position is part-time with no more than 28 hours worked a week. The number of hours worked will be based on the number and complexity of the topics selected and the amount of funding available.

SUPERVISION RECEIVED

Works under the direct supervision of the Director of Museums and in collaboration with the Curator of Education.

SUPERVISION EXERCISED

Does not have supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works under the supervision of the Director of Museums, and in collaboration with the Curator of Education, to deliver interactive learning experiences in the academic areas of history and culture.

PERIPHERAL DUTIES

Performs other duties as assigned by Director.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Proven successful experience working with elementary age children. Coursework in Elementary Education or Early Childhood Development preferred.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of history and culture of Wythe County and the Appalachian region. Skilled delivery of history-based activities with grade Pre-K through 6th grade. Willingness to learn programs developed by the Town of Wytheville Museum staff. Proven team player with a positive personality. Quick learner and comfortable switching between grades/lessons throughout the day/week/month as necessary. Ability to learn principles of Museum education and interpretation. Ability to relate to adults, families and children of all ages.

TOOLS AND EQUIPMENT USED

Telephone system, personal computer, copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk, use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms.

The employee must be able to walk up and down steps, and occasionally lift and/or move 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal applications, rating of education and experience; oral interview and reference check; criminal background investigation; driving record; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Revision History: January 8, 2007
December 3, 2013
June 11, 2018
July 29, 2019