

POSITION DESCRIPTION

Class Title: Education Assistant - STEM Activities

Department: Museums

Date: June 15, 2018

GENERAL PURPOSE

Develops curriculum and interactive learning activities for diverse audiences of all ages in the subject areas of science, technology, engineering and math based on the exhibitions, interpretive themes, and collections of the Town of Wytheville's Museums. Primary focus is on activities supplementing the Virginia Standards of Learning for school age children and youth. Trains Department of Museum 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 develop interactive learning experiences in the academic areas of science, technology, engineering and math and to train Museum staff to present the activities.

PERIPHERAL DUTIES

Performs other duties as assigned by Director.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

College degree in curriculum development with studies in Technology, Science and Mathematics. Experience developing and teaching Technology/Science/Mathematics curriculum.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of science, technology, math and engineering subject matter. Skilled in utilizing interactive computer technology. Knowledge of and ability to develop project-problem-based learning activities for school age children, youth, and families. Ability to train Museum staff and educators to present learning activities based on science, math, engineering and technology. Skilled in develop of curriculum. 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

Effective Date: June 14, 2018