JOB DESCRIPTION

Job Title: Head, School & Teacher Programs
Department: Education
Direct Supervisor: Director of Education
Grade: N2
FLSA Status: Non-Exempt
Full-time/Part-time: Full Time, 35 hours per week schedule includes flexibility for evening hours, weekends, or holidays as needed to meet the needs of the organization. Management retains the right to alter work schedules accordingly

Date Prepared/Revised: 9/10/2020

I. JOB SUMMARY

The Head of School & Teacher Programs leads resource & program development for the school and teacher audience at the RMSC. Focusing on the needs of students and teachers in grades K-12 and parents in homeschool, this position creates informal museum education experiences and aligns the programs they develop, as well as the other programs developed by the Education Department, with the regional, state and/or national education standards in science, technology, history, civics, and cultural studies.

The Head of School & Teacher Programs serves as an ambassador for, and manages the relationships of the RMSC with regional school districts and the school/teacher audience including homeschools.

As the main contact point for this audience at the RMSC, the Head of School & Teacher Programs will connect classroom educators with the rich resources of the RMSC to create enriched experiences that support and align with the classroom’s needs and curriculum.

The Head of School & Teacher Programs is the Liaison to the RMSC Docent Association and guides the RMSC Docents in the provision of high-quality tours and exhibit workshop experiences for visiting groups of students and adults.

II. DUTIES (and percentage of time spent)

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<tr>
<th>Describe duties, responsibilities, essential functions:</th>
<th>%</th>
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<tbody>
<tr>
<td>Program/Curriculum Development</td>
<td>40</td>
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Responsible for the ongoing development, implementation and evaluation for all programs for the school & teacher audience, focusing on the needs of students & teachers in grades K-12, homeschool parents and community educators:

- Develops and/or provides oversight/support for the development of content for, and the implementation of, the following programs in in-person and/or virtual formats:
  - Docent Tours & Exhibit workshops
  - Science On a Sphere® (SOS) school programs/classes (The Head of School & Teacher programs will also collaborate with the Floor Team on public SOS programs and volunteer coordination/staffing for that exhibit as needed)
  - Inquiry Room Classes
  - Companion school programs/experiences to offer for the duration of
Develops strategy for the integration and implementation of virtual field trip programs into the RMSC's annual offerings of school programs:
- Virtual experiences should cross disciplines (science, technology, history, civics, and cultural studies), be available for grades K-12 and align with state, national learning standards.
- The Head of School & Teacher programs will be responsible for learning the technology for virtual program delivery with the goal of training others as needed.

Understands NYS K-12 Framework and Next Generation Science Standards and aligns them with existing and future RMSC programs for schools:
- Works collaboratively with the Education Department to ensure that all school programs (whether created by the Head of School & Teacher Programs or another member of the Education team) are aligning with the school's curriculum needs while remaining true to the spirit of the RMSC's inquiry and object-based, informal and experiential learning.

Leads the RMSC Docents in presenting existing programs and creating and implementing new ones in their role as the RMSC Docent Association Liaison

### Relationship Building with Formal Education Community

1. Builds relationships/partnerships with formal Education community at the local, state and national levels:
   - Leads RMSC efforts in the creation and maintenance of district and school partnerships, district and school contracts, and partnership packages.
   - Involves area educators in helping to develop RMSC teaching curriculum and marketing of RMSC school programs
   - Build relationships with the Rochester City School District and surrounding districts in the greater Rochester community
   - Actively presents RMSC programs to schools throughout our region.
     - Via school meetings, individual classroom or grade level meet & greets
     - Hosts & coordinates annual Teacher Open House events at the museum

2. Provides Professional Development programs for Educators
   - Creates high quality RMSC Professional Development programs and presents them, both on- and off-site and virtually
   - Create and provide program extension materials/educator guides for teachers
   - Surveys students, teachers, and other program audiences to gather feedback and data on how to improve program success and audience satisfaction.
Intra-departmental Functions & Resource Management
1. Provides leadership for all School & Teacher related programs for the Education Department and other staff delivering these programs
   a. Researches school visitation records and patterns with the goal of using that data to provide guidance for how to increase our school visitation
2. Acts as team lead for creating, revising and updating all of the content for School & Teacher Programs on the "For Educators" page of the RMSC website and the annual publication of the Educator Guide. Team includes: Head of Outreach & Theater, Planetarium Director, CNC Director & Educators,
3. Collaborates with Floor Supervisors to coordinate, anticipate and meet the various needs of school groups as they visit the museum:
4. Develops and manages annual budget for School & Teacher Programs, in collaboration with their supervisor. Tracks KPIs, revenue & expenses throughout the year.

Cross Departmental/Other Functions (As Needed):
The Head of School & Teacher Programs participates in various RMSC committees and/or teams for the advancement of the Museum:

- Member & Visitor Services
  o Works collaboratively to develop/expand services and communication with teachers/students prior to, during & after their field trips/ experiences
  o Provides a yearly school calendar highlighting school district vacation dates/days-off (holidays, conference days, etc.) in order to provide advance notice of higher volume visitation days
- Exhibits/Collections:
  o Participates in exhibit “teams” as needed to contribute to the development of the exhibit experience through the lens of school/teacher program accessibility and opportunities
- Marketing
  o Collaborates in the creation of the yearly Educator Guide on the website and other promotional materials related to school programs, including monthly updates and "Teacher News"
- Advancement:
  o Helps seek other funding and revenue sources for school programs
  o Assists with the creation of ideas to be funded by grants & writing of grants to help support school & teacher programs.

Other duties as assigned

Total 100%

III. JOB DIMENSIONS
Responsible for creating friendly, engaging and informative experiences for school audiences that meet New York State Learning Standards.

Goals for this position:
- Increase number of school visitations/experiences to meet revenue goals
- Develop virtual programs/experiences to meet the changing needs of educators and expand RMSC’s reach for remote learning
- Rehabilitate the direct connection between the RMSC’s Education Department & the school districts of the greater Rochester community, especially the Rochester City School District
- Position the RMSC as a valuable resource to the formal learning community and as a top field trip destination in the region
- Work cooperatively with the Floor Supervisors and other Education department
staff to ensure high quality experiences for students and teachers visiting the RMSC

- Supervise and coach staff and Docents presenting programs

IV. SUPERVISORY RESPONSIBILITIES

The Head of School & Teacher Programs will have direct supervision of:

- 1-2 Program Specialists (part or full time staff) to support school programs through the implementation of Inquiry Room Classes, Professional Developments and other programs as defined by the Head of School & Teacher Programs.
- Direct oversight of Education Department functions involving school field trips to museum exhibits and professional development, involving responsibility for results in terms of costs, methods and personnel
- Docents presenting programs

V. FUNCTIONAL REQUIREMENTS

A. Technology, Equipment, Tools:

1. Ability to utilize Microsoft office products, Google Suite, company email; capacity to learn Blackbaud’s Altru database & ability to use business machines such as personal computer, printer, calculator, copy machine, facsimile, and phone.
2. Ability to utilize video conferencing platforms (ie. Zoom, Google meetings, Hop In, etc.) for the delivery of virtual field trips and school programs

B. Mental Capabilities:

Language skills –
Speaks English fluently. Ability to read, analyze and interpret common trade journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the school/teacher community. Ability to write curriculum using flexible styles and formats, depending on audiences. Ability to effectively present information to top management, public groups and/or board of directors.

Mathematical skills –
Ability to count, add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions, percentages and ratios.

Reasoning ability–
Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or written form and deal with several abstract and concrete variables. Ability to exercise significant judgment and make decisions based on conclusions for which there is little precedent. This position has latitude to make decisions within broad policies and practices.

C. Physical Activity:

While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb, stoop; kneel; and crouch; to use hands to handle or feel objects, tools or controls; reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

D. Work Environment:

While performing this job's duties, the noise level in the work environment is variable. Ability to travel locally for programs or business meetings/functions including occasional overnight travel as job requires.

VI. QUALIFICATIONS

Education/Experience Requirements:
Bachelor's Degree or equivalent and 3-5 years of related experience or an equivalent combination of education and experience, 1-2 years of Supervisory experience preferred.

- Experience teaching in a museum or classroom setting
- Experience in developing age/grade level appropriate curriculum
- Experience in aligning programs/curriculum to learning standards; working knowledge of New York State Learning Standards preferred.
- Experience with inquiry-based and/or interdisciplinary teaching methods and/or experience teaching with objects
- Preferred Experience with remote/virtual teaching methods; basic competency in using video conferencing platforms and ability to deliver programs virtually
- Competency in budgeting, expense reporting/tracking and basic accounting skills
- Content expertise in: science and technology, the natural environment, and/or history, civics, and cultural studies.

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<th>Additional Skills/Competencies Desired</th>
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<td>● First Aid and CPR Certification</td>
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<tr>
<td>● Teaching Certification</td>
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<td>● Bilingual (English/ASL or Spanish)</td>
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VII. APPROVALS

_____________________________________  Date: _____________________  
Department Associate Director/Director

_____________________________________  Date: _____________________  
Human Resources

This job description reflects management’s assignment of essential functions and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.