

**The San Angelo Museum of Fine Arts, working in collaboration with Goodfellow Air Force Base and the San Angelo Independent School District, has several job positions that are open immediately and are on a fast track for employment starting as early as September 1, 2017. Interviews will be scheduled beginning this coming Tuesday afternoon, August 15<sup>th</sup>. The position descriptions and salary ranges are below.**

**Contact Howard Taylor or Laura Huckaby at 325-653-3333 or [director@samfa.org](mailto:director@samfa.org) <<mailto:director@samfa.org>>**

---

**Position:** Program Director; STARBASE Goodfellow  
**Salary/Compensation:** Range: \$62,000 - \$72,000 annual  
**Work Location:** Goodfellow AFB  
**Schedule/Work Hour Detail:** Year Round Program

### **STARBASE Goodfellow:**

An educational outreach program designed to increase the knowledge, interest and skills of underrepresented youth in science, technology, engineering, and math (STEM) through an inquiry-based curriculum with “hands-on, minds-on” experiential activities. An immersive five-day, 25-hour STEM program for fifth graders with authentic and engaging learning aligned to standards. STARBASE looks to the future in supporting STEM learning after STARBASE through the STARBASE 2.0, STEM Outreach initiative and providing volunteer mentors for after-school STEM programs. STARBASE partners with Goodfellow AFB, area colleges and universities to provide hands on experiences for educators increasing classroom impact exponentially. STARBASE Goodfellow will serve approximately 1,200 fifth graders each year.

### **BRIEF POSITION DESCRIPTION:**

The primary purpose of this position is to manage, supervise, coordinate, and implement the STARBASE program, performing in a manner that fully supports, directly or indirectly, the inspiration of students and creates memorable, positive learning experiences. This position reports to the San Angelo Museum of Fine Arts.

Additional information on duties and responsibilities is available in the job description.

### **QUALIFICATIONS:**

The STARBASE Director is required to have a variety of education, skills, aptitudes, knowledge, and experiences:

- Minimum of a bachelor’s degree in a related field, such as education or non-profit management, combined with at least three years of experience as an administrator; A master’s degree in a related field is preferred but not required
- Experience in education and/or a non-profit is preferred
- Experience in creating, developing, and implementing curriculum for K-12 students
- An ability to create an effective learning and work environment

- Excellent organizational, administrative, problem-solving, leadership, and conflict-resolving skills
- Communication (oral and written) and motivational skills are essential as is the ability to motivate others
- Skill in providing advice and guidance to staff
- Ability to recognize and evaluate effective teaching practices and classroom management skills
- Ability to create a team-oriented and collaborative environment
- Knowledge of science, technology, engineering, and math education
- Knowledge of and/or experience in budget preparation, implementation, and evaluation
- Knowledge of and experience in supervision and management
- Skill and experience in applying knowledge where changes or new circumstances affect specific situations and require approaches or adjustments in methods from those in existence
- Ability for quality communication and effective relationships with military commanders and personnel, school administrators, community leaders, teachers, students, parents and volunteers
- Willingness to travel away from normal duty station
- Knowledge of San Angelo community and resources is highly desired

**OTHER REQUIREMENTS:**

- Current certification in CPR or possess the ability to successfully obtain certification
- Current criminal history reviews required by Texas school districts or the ability to successfully pass the reviews, which may include a Criminal History Record Information (CHRI) and/or National Criminal History Record Information (NCHRI). A CHRI refers to a state-wide, name-based or fingerprint-based criminal history and NCHRI refers to a national, fingerprint-based criminal history.

**Description:**

The primary purpose of this position is to manage, supervise, coordinate, and implement the STARBASE One program, performing in a manner that fully supports, directly or indirectly, the inspiration of students and creates memorable, positive learning experiences. This position reports to San Angelo Museum of Fine Arts.

**Qualifications:**

The director is required to have a variety of education, skills, aptitude, knowledge, and experiences:

- Minimum of a bachelor's degree in a related field, such as education or non-profit management, combined with at least three years of experience as an administrator; A master's degree in a related field is preferred but not required
- Experience working in an educational setting and/or a non-profit is preferred
- Experience in creating, developing, and implementing curriculum for K-12 students
- An ability to create an effective learning and work environment
- Excellent organizational, administrative, problem-solving, leadership, and conflict-resolving abilities
- Communication (oral and written) and motivational skills are essential as is the ability to motivate others
- Skill in providing advice and guidance to staff
- Ability to recognize and evaluate effective teaching practices and classroom management skills
- Ability to create a team-oriented and collaborative environment
- Knowledge of science, technology, engineering, and math education
- Knowledge of and/or experience in budget preparation, implementation, and evaluation
- Knowledge of and experience in supervision and management
- Skill and experience in applying knowledge where changes or new circumstances affect specific situations and require approaches or adjustments in methods from those in existence
- Ability for quality communication and effective relationships with military commanders and personnel, school administrators, community leaders, teachers, students, parents, and volunteers
- Willingness to travel away from normal duty station
- Knowledge of the San Angelo community and resources is highly desired
- Current certification in CPR or possess the ability to successfully obtain certification
- Current criminal history reviews required by Texas school districts or the ability to successfully pass the reviews, which may include a Criminal History Record Information (CHRI) and/or National Criminal History Record Information (NCHRI). A CHRI refers to a state-wide, name-based or fingerprint-based criminal history and NCHRI refers to a national, finger-print based criminal history.

**Duties and Responsibilities:****A. Program Operations**

1. Manage time and assign appropriate administrative tasks to efficiently and effectively maximize attainment of program goals
2. Assess, develop, implement, and amend internal controls and policies
3. Coordinate with staff in the implementation and integration of approved curriculum, ensuring compliance with current policies
4. Coordinate with office manager in developing yearly staff work calendar and school attendance calendar

5. Implement MOUs as required with host unit, including developing and maintaining currency of a tenant real estate MOU
6. Provide documents as requested and required by agreement or law to the San Angelo Museum of Fine Arts, Goodfellow Air Force Base, and any other office as required by agreement or law
7. Maintain currency with educational developments, ideas, and advancements as they pertain to program operations
8. Ensure management of the organization—its operations and resources—provide for a safe, secure, and orderly environment; establish and/or implement laws, policies, regulations, and procedures as required or necessary that promote for safe program operations
9. Assist and support OASD/RA on matters as requested
10. Identify and utilize available technology to effectively and efficiently manage operations
11. Use shared decision making effectively in the management of the program
12. Lead and coordinate the planning, development, and modification of student, teacher, and parent program evaluations/assessments; review and analyze evaluation/assessment reports
13. Develop procedures for and ensure staff compliance for maintaining privacy rights, in hard-copy and electronic form, and as required by law, for staff, participants, and volunteers
14. Coordinate and review work, assuring staff meets all requirements for program delivery

#### **B. Staff**

1. Assess and coordinate all staff vacancies, including advertising, selection of candidates, conducting and/or directing interviews, and providing offers of employment
2. Give advice, counsel, and direction to employees on both operational and administrative matters, as well as policies and procedures
3. Develop and create agenda for staff, assigning work based on priorities, selective consideration of difficulty of assignments, and individual capabilities of employees
4. Conduct staff observations and evaluations; use observations and evaluations to establish clearly defined staff developmental plans with target dates
5. Determine the need for staff improvement and training as necessary; assist staff in identifying opportunities provided by universities, professional education associations, local school systems, and outside organizations that will meet the unique and changing needs of staff and program
6. Maintain, modify as necessary, and distribute an employee manual for all full-time and part-time employees
7. Review and validate time sheets for hourly and salaried employees

#### **C. Professional Development**

1. Work collaboratively with staff to plan and implement professional development activities that promote individual and organizational growth and lead to overall improvement
2. Communicate a focused vision for professional growth
3. Secure necessary resources for meaningful professional growth, including time for planning and use of emerging technologies
4. Provide opportunities for individual and collaborative professional development
5. Participate in local, state, and national professional organizations to promote professional improvement
6. Assess overall impact of professional development activities on improvement of the program
7. Ensure proper and regular training of all staff on current safety and emergency procedures, including fire evacuation and tornado/severe weather procedures
8. Train staff as necessary for proper use of and basic maintenance (e.g., replacing a toner cartridge on a printer) of technological tools, equipment, and services (e.g., accessing email)

9. Train personnel in proper use of power and hand tools
10. Coordinate, supervise, and standardize process for professional development of new and existing staff members
11. Actively participate in professional development that can effectively enhance the program, including STARBASE conferences and workshops

#### D. Fiscal Management

1. Create and submit an annual budget, as well as a projected budget
2. Manage fiscal resources responsibly, efficiently, and effectively
3. Evaluate quality and cost-effectiveness of program supplies, services, and equipment; modify future requisitions as necessary to enhance greatest cost-effectiveness while meeting program requirements and efficiencies
4. Actively assess and participate in securing procurements of supplies, equipment, and services; identify types, quantities, models/item numbers, and types of service as applicable; identify most cost efficient and reliable sources for requisition of supplies, equipment, and services
5. Grant approval authority or denial of purchases for all supplies and equipment identified and requested by staff
6. Coordinate all requisition of goods and services with accountant, maintaining ongoing line item expenditures and balances
7. Monitor staff to ensure they follow and exercises all program fiscal policies and procedures
8. Perform duties related to purchasing
9. Develop, implement, and maintain asset management procedures; conduct routine asset inventory audits

#### E. Facility Operations

1. Serve as building custodian, including assessment of general maintenance, cleaning, remodeling, renovations, and additions
2. Submit work orders to Civil Engineering (CE) through established process as needed for maintenance and repair; verify completion of work and follow-up as necessary
3. Submit telephone maintenance repair orders (AF 3215) to Communications Squadron for maintenance and modifications; verify completion of work and follow-up as necessary
4. Develop remodeling, renovation, modernization, and maintenance plans as required in coordination with applicable base agencies, such as Civil Engineering, Communications Squadron, etc.
5. Serve as custodian for all computer equipment and follow all established procedures in coordination with the Communications Squadron
6. Maintain and repair (when able) all power and hand tools
7. Utilize management practices that encourage and put to practice the maintenance of a clean and aesthetically pleasing physical site
8. Install, maintain, troubleshoot, and repair all technical equipment, hardware, software, and associated resources; may include speaking to technical support and arranging service calls
9. Coordinate service and maintenance of Internet access with service provider or Communications Squadron as appropriate

#### F. Creative Development

1. Assess and create graphics (including signs, brochures, clip art for logbooks, wall posters, etc.) as needed, using advanced graphic applications, such as Adobe Illustrator and Photoshop
2. Coordinate the creation and update of student logbooks and class forms as necessary

3. Develop, maintain, and update website, including establishing a server hosting service for website and email; troubleshoot server-side issues with host service as needed
4. Direct and oversee development of program promotional materials (e.g., brochures and posters)
5. Manage and oversee the creative and aesthetic aspects of lesson tools and features (e.g., interactive kiosks)

#### G. Program Improvement

1. Coordinate with staff to review data, assessments, and surveys in order to establish standards, monitor progress, and foster continuous growth of program
2. Encourage use of and development of technology within program when it can better serve staff, students, and overall operations
3. Provide ongoing opportunities for staff to reflect on their roles and practices in relation to program goals; grow professionally by engaging in professional development activities and making such activities available to others
4. Enhance program effectiveness by appropriately integrating processes for staff evaluation, professional development, and general program improvement
5. Facilitate research and findings for program improvement initiatives, including implementation timeline for initiatives; evaluate and assess impact/outcome of initiative(s)
6. Foster a continuous involvement and commitment from staff in promoting the program toward attaining the highest standards
7. Communicate and cooperate with other STARBASE sites in sharing best practices

#### H. Community Coordination

1. Coordinate with San Angelo Museum of Fine Arts to accept donations of equipment, materials, money, and/ or services to benefit program
2. Address community organizations as requested, which can foster partnerships and can showcase the benefits of STARBASE
3. Coordinate with staff for the organization of and participation of volunteers
4. Represent STARBASE Goodfellow at military and community meetings, functions, and conferences when requested and when appropriate
5. Provide VIP briefings and tours to official guests of the San Angelo Museum of Fine Arts, Goodfellow AFB, San Angelo Independent School District, community leaders, and Department of Defense
6. Coordinate with school administrators and representatives when requested and appropriate

