

**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 description and salary range is below.**

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**Position:** Program Instructor, STARBASE Goodfellow  
**Salary/Compensation:** Salary range is \$52,300 - \$68,000  
**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 program instructor implements and instructs all STARBASE lessons, performing in a manner that inspires students and creates memorable, positive learning experiences. This position coordinates closely with a teaching assistant and reports directly to the director.

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

#### **QUALIFICATIONS:**

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

- Bachelor’s degree in education with an emphasis in science and/or math



**Description:**

The program coordinator implements and instructs all STARBASE lessons, performing in a manner that inspires students and creates memorable, positive learning experiences. This position coordinates closely with a teaching assistant and reports directly to the deputy director.

**Qualifications:**

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

- Bachelor's degree in education with an emphasis in science and/or math
- A current and valid state teaching certificate is required at the time of application; however, the following substitutions are acceptable: Current enrollment in a teacher preparation program OR Current and valid probationary teaching certificate

*NOTE: Applicants with Texas teaching certificates must provide the appropriate name under which the certificate can be found on SBEC website. Applicants with out-of-state certificate must attach a scanned copy of current certificate with application.*

- Knowledge of science, technology, engineering, math (STEM) and/or related field in an educational setting
- Recent experience (within the past five years) teaching in an academic setting
- Experience using computers, word processing applications and database software
- Experience in creating, developing, and implementing curriculum for K-12 students
- Ability to create an effective learning and working environment
- Ability to organize and prioritize multiple work assignments, meeting deadlines, and adapting to changing priorities while maintaining a positive, effective, and professional approach
- Possess classroom management skills that foster a rich learning environment, which is inspiring for students
- Possess classroom management skills that are flexible and highly adaptive to the unique aspects of individual classroom groups and individual student needs
- Ability to establish and maintain quality and effective communication (oral and written) skills
- Ability to supervise and work as a team member
- Ability for quality communication and effective relationships with military commanders and personnel, school administrators, community leaders, teachers, students, parents and volunteers
- Ability to walk, stoop, bend and sit to perform job duties. Additionally, ability to lift, carry, move and/or set up equipment and materials that weigh up to 25 pounds
- 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:**

- **Classroom Operations**
  - Provide classroom instruction of approved curriculum, ensuring presentation in a manner that is engaging, hands-on, and inspiring to and actively involves the students
  - Coordinate with the director to develop and implement a daily instructional schedule for delivery of curriculum
  - In coordination with the director, develop new curriculum for submittal and approval as required

- Suggest modifications and enhancements of existing curriculum with direction and guidance from the director
  - Provide input for updates, corrections, and improvements to student logbook
  - Maintain instructional materials, such as logbooks, Eggbert kits, 3D printed key chains, etc., and expendable supplies inventory, notifying the office manager as supplies require replenishment
  - Plan and assist with the development and implementation of advanced summer academies
  - Schedule and secure hands-on STEM workplace visits, utilizing the assets and personnel available at Goodfellow AFB as well as local colleges and universities
  - Update and modify electronic presentations to maintain currency, relevance, and active engagement of students
  - Maintain and ensure accuracy and completion of all school and visiting student records and forms
  - Develop and maintain professional relationships with visiting school administrators, faculty, staff, and parents
  - Develop and maintain professional relationships with applicable San Angelo Museum of Fine Arts personnel and Goodfellow AFB personnel, extending the same professional courtesies to guests at Goodfellow AFB
  - Organize instructional materials within classroom as well as shared workroom
- **Staff/Classroom Management**
    - Utilize classroom management practices that adapt to the extensive diversification of individual classrooms and students
    - Implement classroom management practices that engage and inspire participants through hands-on learning opportunities
    - Supervise teaching assistants in a manner that is efficient and stimulates active, cooperative participation
    - Oversee and manage the efficient set-up and breakdown of all classroom activities
- **Professional Development**
    - Work collaboratively with the director to plan and implement professional development activities that promote individual and organizational growth and lead to overall improvement
    - Utilize time as appropriate and available for personal and collaborative professional development
    - Participate in all training for security, safety, and emergency procedures, including fire evacuation, tornado/ severe weather procedures, and facility lock-down
    - Assist the director in the coordination, supervision, implementation, and development of standard processes for the professional growth of new and existing support personnel (i.e., teaching assistants)
    - Actively participate in professional development that can effectively enhance the program, including STARBASE conferences and workshops
    - Through annual assessments and reviews, set specific goals with associated completion dates, and track progress toward achieving goals
- **Facility Operations**
    - Maintain general upkeep of student-used restroom facilities, including replenishment of supplies
    - Maintain and upkeep appearance and cleanliness of classroom on a daily basis, including but not limited to vacuuming, sanitation of tables and chairs, and replenishment of hand sanitizer and paper towels
    - Ensure proper and appropriate sanitation of all equipment/materials used to conduct experiments and activities

- Properly secure doors and access to the STARBASE facility
- At least once daily, or more regularly if necessary, inspect entrance/exits to maintain safe access and egress
- Maintain computer lab, including but not limited to replenishing modeling and support material for 3D printer, refilling hand sanitizer and postcard printer paper, and ensuring overall cleanliness, particularly near the 3D printer and instructor workstation
- Maintain and update, as is appropriate and needed, classroom bulletin boards
- Actively engage in practicing general cleanliness of the facility, maintaining its welcoming, comfortable appearance

