



Teacher Assistant Position Available

To apply, please submit job application, cover letter, and resume to:
starbasedirector@samfa.org or mail application to:

San Angelo Museum of Fine Arts
c/o STARBASE Goodfellow
1 Love Street
San Angelo, TX 76903



STARBASE Goodfellow Job Application

Name and Address			
Name (First, MI, Last)	Social Security Number		
Mailing Address			
City, State, and Zip Code			
Telephone	Alternative Phone		
Email			
Job Type			
I am applying for:	<input type="checkbox"/> Director	<input type="checkbox"/> Instructor	<input type="checkbox"/> Teacher Assistant
<input type="checkbox"/> Office Manager			
Additional Information			
Have you ever been employed by this organization in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted of, or entered a pleas of guilty, no contest, or had a withheld judgement to a felony and/or misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, please explain:			

Base Access Information

Do you have base access? <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, see below:	
Driver's license number:	Issued in what state?	Date of birth:	

Education

School	Location (mailing address)	Years Completed	Major	Degree or Diploma
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High School

College or Business/Trade School

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned:

May we contact this employer? Yes No

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned:

May we contact this employer? Yes No

Work Experience (continued)		
Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
References		
<i>Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.</i>		
1.		
2.		
3.		
<i>I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.</i>		
Signature	Date	



Position:

Teaching Assistant – Part time, Year Round Program

Work Location:

STARBASE Goodfellow, Goodfellow Air Force Base, TX

STARBASE Goodfellow:

STARBASE Goodfellow is a Department of Defense educational outreach program managed locally by the San Angelo Museum of Fine Arts (SAMFA). It is 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. STARBASE Goodfellow is an immersive five-day, 25-hour STEM program for fifth graders, with innovative and engaging learning activities.

Description:

The teaching assistant supports instructors with required classroom instruction and management, performing in a manner that inspires students and creates memorable, positive learning experiences. This position reports directly to the Program Director.

Note: Positions are contingent upon continued Department of Defense funding of the STARBASE Goodfellow Program.

Qualifications:

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

- Associate’s degree in education or related field OR equivalent, such as Early Childhood Credential, Child Development Associate Credential, Youth Development Associate Credential, and one year of classroom experience in a school or youth education/outreach setting is preferred
- Ability to develop and accurately maintain detailed record keeping, tracking, and filing systems
- Ability to exercise self-motivation and to work effectively both independently and cooperatively under supervision
- Ability to organize and prioritize multiple work assignments, meeting deadlines, and adapting to changing priorities while maintaining a positive, effective, and professional approach
- Strong communication (oral and written) and interpersonal skills
- Ability to work as a team member and with children
- Easily adaptable and capable of quickly learning new technological system (including software)
- Experience using computers, word processing applications and database software
- Ability to assist in creating an effective learning and working environment to assist students in their productivity
- 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 weight 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

- Set up and break down all manipulatives and classroom equipment
- Fill and maintain student supply buckets
- Ensure proper and appropriate cleansing and/or sanitation of all equipment/materials used to conduct experiments and activities
- Assist program instructors, as directed, as students enter building and settle into assigned tables at start of day, as well as during transitional periods
- Assist program instructors, as directed, with the instruction of all lessons
- Engage students and actively encourage, in a positive manner, their participation in activities
- Actively encourage visiting teachers and school chaperones to assist students as requested by Program Director
- Suggest modifications and enhancements of existing curriculum and classroom policies/procedures with direction and guidance from Program Director
- Provide input for updates, corrections, and improvements to student logbook
- Substitute for program instructors as requested by Director
- Accompany students during STEM field trips, as directed, to various facilities and operations at Goodfellow AFB
- Bind logbooks for each class session
- Inform visiting classroom teacher(s) of missing forms or information, ensuring they understand importance of collecting and providing missing information or form to STARBASE in the time requested
- Assist visiting classroom teacher(s) with completing Internet-accessed teacher survey during their last visit
- As necessary and requested, assist program instructor with administering pre/post-tests and/or surveys (student, parental, teacher, etc.)
- 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
- Other duties as directed by the STARBASE Director

Staff/Classroom Management

- Under the guidance of the program instructors, implement classroom management practices that engage and inspire participants through hands-on learning opportunities
- Assist the program instructors to ensure cooperation of students, such as listening and following activity directions, as well as following proper classroom and bathroom procedures, as well as

others as they arise

- Address disruptive student behavior privately, professionally, and respectfully, apprising the program instructor of behavior that requires further attention or is otherwise pertinent for their proper classroom management

Professional Development

- 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
- Through annual assessments and reviews, set specific goals with associated completion dates, and track progress toward achieving goals
- Assist with the training of employees as requested by the director

Facility Operations

- Maintain general upkeep of student-used facilities, including replenishment of lightbulbs, etc. when needed
- Maintain and upkeep appearance and cleanliness of classroom on a daily basis, including but not limited to spot vacuuming as needed, sanitation of tables and chairs, and replenishment of hand sanitizer, tissues, and cleaning supplies as needed
- Maintain computer charging carts, by storing computers properly and making sure they are all being charged daily
- Actively engage in practicing general cleanliness of STARBASE facility, maintaining its welcoming, comfortable appearance

For more information, email - STARBASE Director
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