

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 15th. 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>>

Position: Teaching Assistant; STARBASE Goodfellow

Salary/Compensation: Salary range is \$17,650 - \$22,500 (Part-Time)

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 teaching assistant provides support to the program instructor with all operations of classroom instruction and management, performing in a manner that inspires students and creates memorable, positive learning experiences. This position reports directly to the program instructor(s).

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

QUALIFICATIONS:

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

- Associate’s Degree in education or a 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
- 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
- Ability to work well with children
- Easily adaptable and capable of learning new technological systems (including software) quickly
- 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 weigh up to 25 pounds

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 teaching assistant provides support to the program coordinator with all operations of classroom instruction and management, performing in a manner that inspires students and creates memorable, positive learning experiences. This position reports directly to the program instructor.

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
- 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
- Ability to work well with children
- Easily adaptable and capable of learning new technological system (including software) quickly
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Duties and Responsibilities:

- **Classroom Operations**
 - Prepare materials and equipment for activities, such as Eggbert Kits, Fluid Investigation, Warm ups and Cool Downs, etc.
 - Fill and maintain student supply buckets
 - Ensure proper and appropriate cleansing and/or sanitation of all equipment/materials used to conduct experiments and activities
 - Present lunch break movie, ensuring equipment and movie is in working order
 - Assist program instructor, as directed, as students enter building and settle into assigned tables at start of day, as well as during transitional periods
 - Ensure students properly stow personal belongings (e.g., coats, hats, lunches, etc.) on assigned racks
 - Assist the program instructor, 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 instructor
 - Suggest modifications and enhancements of existing curriculum and classroom policies/procedures with direction and guidance from program instructor
 - Provide input for updates, corrections, and improvements to student logbook
 - Facilitate and instruct assigned station during SEM (Space Exploration Module), inclusive of preparing and cleaning the station
 - Facilitate and instruct assigned lessons during splits (e.g., instruct Mission Patch/Goal Setting with half the students while program instructor instructs other half of students during Bernoulli Stations)
 - Substitute for program instructor as requested by director
 - Accompany students during all STEM workplace visits to various facilities and operations at Goodfellow AFB
 - Bind logbooks for each class session
 - Maintain and review accuracy/completion of class forms, such as emergency consent form, reporting any missing forms or information and special notes (e.g., students with allergies, special needs, etc.) to program instructor
 - 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
 - Alphabetize and file class forms and associated paperwork to assigned class binder
 - 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
- **Staff/Classroom Management**
 - Under the guidance of the program instructor, utilize classroom management practices that adapt to the extensive diversification of individual classrooms and students
 - Under the guidance of the program instructor, implement classroom management practices that engage and inspire participants through hands-on learning opportunities
 - Assist the program instructor 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 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
 - Maintain computer lab, including but not limited to refilling hand sanitizer, cleaning of monitors, keyboards, mice and table tops, and ensuring cleanliness of the lab
 - Actively engage in practicing general cleanliness of STARBASE facility, maintaining its welcoming, comfortable appearance