

**CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

Education Program Specialist (Educator)

The Educator is responsible for developing, implementing, and leading the formal history-based education programs for the Museum of the Grand Prairie. Responsibilities include working with administrators and teachers at the elementary and secondary school level to develop links between the museum's collections and the school curriculum. These responsibilities may include other groups such as home schools, scout troops, day care centers, and/or summer camps that may request programs throughout the year. The Educator is also responsible for the supervision of volunteers assisting in the educational program and for working with other Departmental staff to promote a general awareness of the Museum and Education Department facilities as educational and cultural resources in this area. The Educator is required to sign the Museum of the Grand Prairie Employees' Ethics Statement. Due to the nature of the position, the Educator must authorize the District to perform a criminal background check.

The Educator is responsible for performing the essential functions as outlined in this analysis. The position is part-time, and hours may be flexible to accommodate evening or weekend work.

QUALIFICATIONS:

Bachelor's degree in Education and/or certification as an Illinois teacher is preferred. Background in American history/material culture is preferred. Must be able to demonstrate experience teaching children in some capacity. Good oral and written communication skills essential and must demonstrate good safety awareness and judgment.

Must possess a valid Illinois driver's license and have available, reliable transportation. Must be able to provide satisfactory work and personal references. Must be able and willing to work some evenings and weekends upon request.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Related work experience and knowledge of professional museum principles, practices and procedures. Additional expertise in material culture, particularly in a rural context.

IMMEDIATE SUPERVISOR:

The Museum Educator is under the direct supervision of the Assistant Director.

ESSENTIAL FUNCTIONS:

1. Collaborate with the Assistant Director on the development, revision and approval of interpretive themes, exhibit-related hands-on activities and a formal education program for area schools and related groups. Responsible for developing a long range plan and for the implementation and coordination of these programs.
2. Responsible for reporting on the evaluation of the formal education programs.
3. Collaborate with the Assistant Director on the development and approval of outreach materials for use by area schools and related groups. Responsible for the implementation and coordination of these materials.
4. Collaborate with the Assistant Director and the Registrar for the care, use and management of the Education Collection and/or Reproductions.
5. Develop strong contacts with area schools to assess their needs and revise programs accordingly.
6. Schedule registration for education programs and school field trips.
7. Responsible for maintaining database for the education program records and schedules.
8. Responsible for mailing confirmations for museum visits and for sending pre- and post-trip materials to classroom teachers and related groups.
9. Oversee the recruiting, interviewing and selection of education volunteers as described in the District's Volunteer Manual.
10. Responsible for training, scheduling, supervising and evaluating school program volunteers.
11. Participate in the formulation and presentation of educational workshops and/or lectures for museum programs.
12. Responsible for organizing an exhibit of Kids Collections, a summer youth series and shared work with the Public Program Coordinator with other groups such as scouts, day care centers, and summer camps.

General duties:

1. Responsible for set-up and clean up associated with programs and activities.
2. Maintain proper safety standards and precautionary measures.
3. Participate in grant writing process as requested.
4. Represent the District/Museum in a professional manner. This includes dressing appropriately while on duty.
5. Develop and stimulate community interest in and support of the museum through interpretive talks and participation in various groups and associations.
6. Compile various monthly and annual reports.
7. Make annual budget recommendations as requested. Maintain adequate fiscal controls to ensure that the education program expenses are within budgetary limitations.
8. Be familiar with the Museum's/District's policies and procedures, safety concerns and training opportunities.
9. Able to work well with, and communicate effectively with a variety of people

including fellow staff members and volunteers, Board of Commissioners and the general public.

10. Able to work effectively without direct supervision.
11. Perform other duties as assigned which are reasonably related to the duties described, or which need to be performed promptly to avoid safety hazards or to protect District property.

MARGINAL FUNCTIONS:

1. Ability to exercise loyalty and confidentiality to all Museum/District staff, members of the CCFPD Board of Commissioners and the organization in general.
2. Share in the commitment to meet the responsibilities of compliance with ADA
3. Demonstrate interest in continuing education through workshops, seminars and other educational programs.
4. Attend meetings of the Board, subcommittees, and public meetings as required.
5. Serve on committees as required to further the purposes of the Museum/District.
6. Must dress appropriately while on duty.

PSYCHOLOGICAL CONSIDERATIONS:

1. Must be able to work under stressful conditions.
2. May be working under time constraints and must be able to handle multiple tasks simultaneously.
3. May feel added pressure from working with museum artifacts.
4. Must seek out supervision when needed.

PHYSIOLOGICAL CONSIDERATIONS:

1. May require the lifting of twenty-five (25) pounds to shoulder height or above, as well as the lifting of twenty-five (25) to fifty (50) pounds to carrying height.
2. May be exposed to odors from cleaning supplies.
3. Requires work on computer. These conditions include repetitive wrist and motion, blurred vision, fatigue, irritated eyes and headaches.
4. May require prolonged standing and extensive use of stairs during busy months that could affect some individual's blood pressure.

ENVIRONMENTAL CONSIDERATIONS:

1. May be required to work during various weather conditions, including extreme heat, cold, rain, snow and ice.

2. Performs most activities indoors. Indoor environmental conditions will include lighting and temperature fluctuations.
3. Requires work on computer. These conditions include lighting, work surface height, work area and seating.
4. May require protective clothing be worn when applicable.

COGNITIVE CONSIDERATIONS:

1. Must possess good problem solving ability and judgment in keeping with the mission of the Museum/District.
2. Must have strong organization and project management skills.
3. Must use good safety awareness and judgment.
4. Must possess the ability to work well with, and to communicate effectively with a variety of people including both fellow staff members, volunteers, Board of Commissioners and the general public.
5. Must have the ability to work effectively without direct supervision.
6. Must be able to supervise others, specifically volunteers.
7. May be required to respond to emergencies.

Revised 2011