

POSITION DESCRIPTION

Job Title: Director of Education	Date: January 26, 2008
Department: Programs	FLSA Status: Exempt
Grade/Salary Range:	Emp Grp:
Supervisor: President	Approved By:

Reporting Relationships:

The Director of Education reports to the President of CCHS.

The Director of Education supervises personnel, volunteers, interns and grant-funded staff, education staff.

General Responsibilities:

The Director of Education is responsible for developing new programs, maintaining relationships with the constituents and overseeing volunteer training. Supervise school, adult and public programs and education offerings.

Qualifications:

- Minimum bachelor's degree in history, education, American studies or other related field; M.A. or equivalent preferred
- Two to five years of related experience in developing and implementing educational programs, supervising professional and non-professional staff
- Self-directed and the demonstrated ability to handle multiple projects at once
- Enjoy working with the public and have a strong commitment to customer service
- Excellent verbal and written communication skills
- Knowledge of education theory and practice
- Intermediate computer skills in word processing, spreadsheets and graphics design as well as presentation software (i.e. PowerPoint)
- Comfortable with public speaking and presentations

Specific Duties and Responsibilities:

- Work with front desk/visitor services personnel to ensure scheduling needs
- Coordinate with education staff to create, schedule, staff & supervise group tours for school, adult groups, public programming and scout groups.
- Manage traveling trunk program to include maintenance & creation when needed
- Manage CCHS' relationship with area school districts and educators
- Provides outreach services to school groups as requested
- Perform teacher workshops and in-service seminars as requested by schools and/or school districts
- Develop and implement adult education programs

- Schedule/train/supervise Museum Teaching Assistants (MTA's) volunteers
- Work in collaboration with all staff to ensure integration of educational programs and CCHS exhibits and activities through hands-on and educational activities
- Maintain History Lab
- Work with CCHS Volunteer organization to coordinate volunteer needs
- Identify and work with Development staff to support the writing of grants for education department projects
- Other duties as assigned

Work Schedule:

This position is full-time with occasional weekend and evening hours required.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.