

CITY OF SPRINGDALE
Position Description

TITLE: Education Assistant (half time)

DEPARTMENT: Museum

DATE: July 1, 2005

JOB SUMMARY: Responsible for assisting education coordinator with education-related duties as assigned.

SUPERVISION RECEIVED: Works under the guidance of and reports to education coordinator.

SUPERVISION EXERCISED: Occasionally trains and exercises direction over volunteer personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with research for and presentation of curriculum-based pre-K to 12 programs and tours.
- Develops and maintains discovery boxes and teaching packets.
- Develops/obtains and maintains teaching collection and reproduction items and educational materials to be used in education programs.
- Assists with research and presentation of summer children's programs and seasonal children's workshops.
- Assists with special museum events.
- Performs other duties as assigned.

PERIPHERAL DUTIES: Performs variety of miscellaneous duties such as answering phones, picking up supplies, opening/closing museum, serving as receptionist, giving Searcy House tours, etc. Assists other staff in performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or GED or, preferably, Bachelor's degree in education, American history, public history, liberal arts, or related field; museum or educational experience preferred.

Necessary Knowledge and Skills: Some knowledge of educational practices; some research skills; working knowledge of computer systems; ability to read and speak Spanish a plus.

Ability to work effectively with pre-K to 12 children; flexibility and creativity; ability to be organized and self-directed; ability to multi-task; ability to follow directions; ability to work in a team-oriented environment; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with area schools and teachers, volunteers, assistants, supervisor, other agencies, and the public.

TOOLS AND EQUIPMENT USED: Computer including word processing; laminator; digital and film camera; general office equipment.

PHYSICAL DEMANDS: Frequently required to walk, sit, talk, and hear; frequently required to use hands to handle, feel, or operate objects, tools, or controls and to reach with hands and arms; occasionally required to climb or balance, stoop, kneel, or crouch; occasionally lifts and/or moves up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Noise level in work environment ranges from somewhat quiet to fairly noisy. Responsibilities may require working outdoors in a variety of temperatures and conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.