



JOB TITLE: Education Director

MISSION: The mission of the Friends of the Corpus Christi Museum of Science and History is to engage and educate people in science and South Texas history through exhibitions and programming, inspiring enduring curiosity in people of all ages. The CCMSH seeks to inspire and create a thirst for knowledge and love for learning that transcends socio-economic divides and offers an inclusive opportunity for the community and its visitors.

PURPOSE/FUNCTION OF POSITION: The Education Director is responsible for the research, development, planning, implementation, and evaluation of all Education programs at the museum. This role provides leadership, direction, and coordination of the Education staff and Museum Live staff.

KEY ACCOUNTABILITIES:

Staff Leadership

- Participates in selection of, guides, motivates, and participates in the training, professional development, and evaluation of direct reports.
- Provides goal setting, leadership, and strategic direction to program staff.
- Is responsible for accurate and timely completion and/or approval of organizational documents, including but not limited to, professional development plans, goals and objectives, timesheets, expense and travel reimbursements, requisitions, performance reviews and ongoing documentation of performance accomplishments and areas requiring improvement.

Education Department

- Lead the development of goals and strategies for the Education Department.
- Develop, refine, and monitor indicators of progress and outcomes.
- Lead the Education Department in the development, implementation, and evaluation of all museum TEKS aligned education programs to include, but not limited to, onsite focus programs, outreach programs, homeschool programs, scout overnight programs, and camps.
- Oversee development and implementation of Museum Live programs.
- Regularly assess community needs regarding the Education Department.
- Establish and develop relationships with school districts to determine historical and scientific program needs.
- Collaborate with other CCMSH departments for education purposes.
- Actively participates in grant development.

CORE COMPETENCIES:

Mission Focused: Top priority is to create opportunities to engage and educate people in science and South Texas history through exhibitions, programming, and education activities.

- Ability to catalyze others' commitment to mission.
- Strives vigorously to accomplish shared goals.

- Separates one's own interests from organizational interests to make the best possible judgments for the organization

Relationship Oriented: Is able to communicate effectively to develop, grow, and sustain productive relationships. Knows how to capture and record relevant information and how to interpret and utilize the information to forge partnerships, collaborate, cultivate, grow, sustain, and strengthen internal and external relationships.

- Understands and motivates individuals and organizations.
- Values diversity and inclusion.
- Effectively communicates.
- Treats others with respect and dignity.
- Actively listens to and facilitates diverse input and contributions.
- Develops and maintains good relationships with local school administrations.

Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

- Seeks and shares knowledge of community education needs.
- Takes a collaborative approach to addressing issues.
- Focuses on shared goals.

Results Driven and Results Achieved: Is dedicated to shared and measurable goals for the organization by creating, resourcing, scaling, and leveraging innovations for broad investment and impact.

- Has a searing focus on results and can effectively communicate goals and impact.
- Sets and maintains high performance standards for self and others that support the goals of the organization.
- Challenges self and others to achieve “stretch” goals.
- Is personally accountable for the results they achieve.
- Can adapt quickly to ever-changing environments.
- Is organized, able to plan, think strategically, and is creative, innovative, and appropriately persistent.
- Can make decisions and is willing to take risks when appropriate to achieve results and meet goals.

Brand Steward: Is a steward of the CCMSH brand and understands his/her role in growing and protecting the reputation and results of the organization.

- Acts with integrity and strong ethics to foster trust at all levels (personal, market, societal).
- Defines, communicates, and consistently exemplifies the organization’s values and ethics.
- Understands brand concepts and can articulate these to stakeholders and staff.
- Is accountable and transparent with all stakeholders.
- Respects and follows the standards and safeguards that protect the organization’s integrity (e.g., professional standards for financial reporting, integrity of data, security of information systems, use of organizational property, confidentiality, etc.)

LEADERSHIP COMPETENCIES:

Visionary

- Inspirational and persuasive communicator.
- Displays courage, resilience, and entrepreneurial spirit.
- Values external networks and relationships.
- Values continued learning and development of self and others.

Team Builder

- Understand that people are the engine that moves the organization forward.
- Focuses staff on meeting the organization's mission and goals.
- Envisions the future of the organization through the development of staff and volunteer talent.
- Builds and cultivates volunteer leadership suited to accomplish organizational goals.
- Values the diversity of people and ideas.
- Builds solid staff, and volunteer partnerships.

FUNCTIONAL COMPETENCIES/ACCOUNTABILITIES:

Self-Management

- Present oneself in an appropriate and professional manner. Communicate, act, react and respond appropriately in all situations.
- Effectively utilize interpersonal skills and political astuteness to engage with, lead and function as a member of a team.
- Is trustworthy and acts with integrity, authenticity, humility and in good faith, respecting others' opinions, priorities, values, and interests.
- Able to handle confidential information with the utmost discretion.

Communication Skills

- Self-confident with personable affect.
- Is understanding and uses empathy, compassion, and active listening.
- Is fully present and aware of subtleties and nuances such as body language and voice tonality to better understand what is important to constituents and how to connect and engage them with the CCMSH.
- Can influence, persuade, present, request, sell, negotiate, and close a deal as appropriate.

Utilize and Acquire Knowledge

- Is forward-thinking, focused on what is possible, and seeks new tools and knowledge as needed.
- Can use technology when acquiring and utilizing knowledge and is innovative and creative in its application.
- Seek to continuously improve interpersonal and professional skills.

INTERNAL WORKING RELATIONSHIPS

- This position works in support of and under the direction of the Vice President of Programs.
- This position works closely with the Curator, and Visitor Experience and Store Director.

- This position supervises the Camp Coordinator, Educator(s), and the Museum Live Coordinator.

EDUCATION REQUIRED

Bachelor's degree in education or related field required.

PREVIOUS WORK EXPERIENCE

Minimum of three years classroom experience and two years school administration leadership preferred.

TECHNICAL KNOWLEDGE AND QUALIFICATIONS:

- Possess strong leadership, negotiation, communication, coaching, problem solving, project management and analytical skills.
- Ability to effectively present information to top management and public groups.
- Working knowledge of TEKS, curriculum and instructional strategies.
- Ability to evaluate instructional programs and teaching effectiveness.
- Proficient in Microsoft Office products (Excel, Word, PowerPoint, and Outlook).

OTHER: Position requires occasional day travel and may include some overnight travel. Must own vehicle and provide proof of required insurance. Applicant must be able to lift 25 lbs.

EMPLOYMENT CLASSIFICATION: Professional Exempt—this position is full-time, may exceed a 40-hour work week, and is exempt from Fair Labor Standards and Practices overtime compensation requirements.

The job description for this position is intended to provide an overview of responsibilities and is not meant to be considered all-inclusive.



**1900 N. Chaparral St.
Corpus Christi, TX 78401**

EMPLOYMENT APPLICATION

Your application will be reviewed in detail. The decision on which applicants will be interviewed will be based on the information you provide within the format given herein. You may attach your resume to this application but it will not be accepted in lieu of an application.

Our policy is to provide equal employment to all qualified persons without regard to race, creed, color, religious belief, sex, sexual orientation, age, national origin, ancestry, physical or mental disability or veteran status.

PERSONAL INFORMATION:

Name: _____

Complete Home Address: _____

City, State, Zip: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

Are you a U.S. citizen or authorized by INS to work? *(Documentation will be required)* Yes No

Have you ever been convicted of a felony? *(This will not necessarily affect your application)* Yes No

If yes, please explain:

Are you bi-lingual? Yes No In what language/languages? _____

EMPLOYMENT DESIRED:

Position applying for: _____

Have you ever applied for employment here? Yes No

When _____ What position? _____

Have you ever been employed by this company? Yes No

When _____ What position? _____

Are you presently employed? Yes No May we contact your present employer? Yes No

Supervisor Name: _____ Position: _____

Contact Telephone Number: _____

Are you willing to travel? Yes No Do you have an automobile? Yes No

Valid Driver's License Number: State:

Can you provide proof of auto insurance? Yes No Date you can begin employment:

EDUCATION:

High School Location Graduate Yes No

_____ _____ GED Yes No

College Location Degree Obtained and Major

_____ _____ _____

_____ _____ _____

Can you provide proof of your education? Yes No (*Documentation will be required*)

Are you planning to continue your studies? Yes No

If yes, where and what courses of study? _____

COMPUTER SKILLS:

Typing Speed in WPM: _____

- List all the Computer Software that you are **proficient** in and describe your experience and skills in each.

WORK EXPERIENCE: Please list employment for the last five-(5) years starting with most recent employment.

| | | | | | |
|----------------------------|--|------------------|--|----------------|--|
| <i>Employer:</i> | | <i>Date From</i> | | <i>Date To</i> | |
| <i>Address:</i> | | | | | |
| <i>Position/Title:</i> | | | | | |
| <i>Responsibilities:</i> | | | | | |
| <i>Reason for Leaving:</i> | | | | | |

| | | | | | |
|----------------------------|--|------------------|--|----------------|--|
| <i>Employer:</i> | | <i>Date From</i> | | <i>Date To</i> | |
| <i>Address:</i> | | | | | |
| <i>Position/Title:</i> | | | | | |
| <i>Responsibilities:</i> | | | | | |
| <i>Reason for Leaving:</i> | | | | | |

| | | | | | |
|----------------------------|--|------------------|--|----------------|--|
| <i>Employer:</i> | | <i>Date From</i> | | <i>Date To</i> | |
| <i>Address:</i> | | | | | |
| <i>Position/Title:</i> | | | | | |
| <i>Responsibilities:</i> | | | | | |
| <i>Reason for Leaving:</i> | | | | | |

| | | | | | |
|----------------------------|--|------------------|--|----------------|--|
| <i>Employer:</i> | | <i>Date From</i> | | <i>Date To</i> | |
| <i>Address:</i> | | | | | |
| <i>Position/Title:</i> | | | | | |
| <i>Responsibilities:</i> | | | | | |
| <i>Reason for Leaving:</i> | | | | | |

Attach an additional sheet if needed to list all employments in the last 5 years

REFERENCES:

List three references (**two of whom must be former employers**), not related to you, whom you have known more than one year.

Name: _____ Phone: _____

Address: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____ Years Known: _____

Please tell us which responsibilities outlined in the accompanying job description are most suited to your skills and why:

Please tell us which responsibilities outlined in the accompanying job description will be most challenging or even difficult for you to fulfill and why:

Please help us make an informed decision on you as an applicant. What is it that makes you stand apart from other qualified applicants?

Please list your anticipated rate of compensation for this position: \$ _____

(applications without this information will not be considered)

Thank you for your time and careful consideration in completing this application. Please be assured that we will also take time and careful thought in our consideration.

PLEASE READ BEFORE SIGNING:

I acknowledge the importance of telling the truth on this application and any associated documents (herein "application"). I affirm that all of the information provided by me on this application is true to the best of my knowledge. The information is also not intended to mislead The Corpus Christi Museum of Science and History in any way about my qualifications or background. If I have omitted any information or provided information that is false or misleading, my application will be rejected, and I will not be eligible for employment. In addition, if it is later learned that any information on this application is false or misleading, that I may be subject to discipline up to and including immediate discharge.

I authorize my previous employers, schools, or persons listed as a reference to give any information regarding employment or educational record. I agree that The Corpus Christi Museum of Science and History and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this organization, I will comply with all rules and regulations set by the organization in any communication distributed to the employee.

I understand that employment with The Corpus Christi Museum of Science and History is "at will" which means that either this organization, or I may terminate the employment relationship at any time, with or without prior notice.

Applicant Signature: _____ **Date:** _____