



JOB TITLE: Educator

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 Educator is a part-time teaching position, with a considerable amount of student and teacher contact. The Educator plays an essential role in providing every student and teacher with a high quality, interactive, and engaging Museum gallery focus program experience. The Educator is responsible for the implementation of the museum's educational programs offered to students and community audiences.

Under the supervision of the Education Director, the Educator will deliver Focus Programs rooted in the relevant TEKS standards to students. As needed, the position will be assigned to other programs, including: leading overnights, workshops, tours, camps, family programs, and other duties as assigned. The Educator reports to the Education Director.

KEY ACCOUNTABILITIES:

Education:

- Deliver educational programs to target audience.
- Works with Education Director to develop innovative TEKS aligned programs.
- Maintain control of the classroom and actively engage the audience.
- Position requires availability of 25 hours per week, Monday through Sunday between the hours of 8am and 5pm. Additional hours possible. Ability to work evenings and weekends, as required.

CORE COMPETENCIES: All job descriptions will include the basic Core Competencies with the bullets directed to the specific position.

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.

- 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.
- Values diversity and inclusion.
- Effectively communicates.
- Treats others with respect and dignity.
- Actively listens to and facilitates diverse input and contributions.

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

- 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.

- 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 and innovative.
- 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.
- Is accountable and transparent.
- Respects and follows the standards and safeguards that protect the organization’s integrity (e.g., integrity of data, security of information systems, use of organizational property, confidentiality, etc.)

FUNCTIONAL COMPETENCIES/ACCOUNTABILITIES: All job descriptions will include Functional Competencies specific to the position.

Self-Management

- Present oneself in an appropriate and professional manner. Communicate, act, react and respond appropriately in all situations.
- Effectively utilize interpersonal skills 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.

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 Education Director.
- This position works closely with the Camp Coordinator, Internal Education Coordinator, and the Museum Live Coordinator.

EDUCATION REQUIRED

Associate of Science or Arts degree required. Bachelor's degree preferred.

PREVIOUS WORK EXPERIENCE

Minimum of two years of relevant work experience preferred.

TECHNICAL KNOWLEDGE AND QUALIFICATIONS:

- Possess leadership and problem-solving skills.
- Excellent verbal and written communication skills.
- Work effectively with adults and children.
- Exercise good judgement and discretion.
- CPR/ First Aid Certified
- Proficient in Microsoft Office products (Excel, Word, PowerPoint, and Outlook)

OTHER: Must own vehicle and provide proof of required insurance. Job does require some travel. Applicant must be able to lift 25 lbs.

EMPLOYMENT CLASSIFICATION: Non-exempt. A non-exempt employee is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and associated regulations. Non-exempt employees are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours actually worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws. Sick leave, holiday, and vacation time cannot be used in calculating overtime.

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>					
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<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:** _____