

POSTING NO.: ESSF 1353

AFFILIATION: CSU 52

Employment Opportunity School Program Specialist Temporary Part-Time (February 19, 2018 to May 5, 2018)

POSITION SUMMARY:

Under the direction of the Manager of School Programs, the School Programs Specialist is responsible to assist in the creation, administering and monitoring of a stop motion school program and ensuring the effective and efficient operation. This position is responsible for a variety of tasks related to assisting in the development, presentation, supply and evaluation of school programs including building strong relationships with our current and future teacher client base.

The incumbent is responsible to assist in training and scheduling all paid and volunteer school program staff to ensure staff are properly trained and available to present/support the created school program. School programs shall include classroom programs, interpretive programs, demonstrations and teacher professional development activities, camps/courses and after-school groups. Presentations may occur on-site, at client locations or via technology.

The School Programs Specialist reports to the Manager of School Programs.

DUTIES AND RESPONSIBILITIES:

Duties for the School Programs Specialist include but are not limited to the following:

- Develop stop-motion camp content for camps of varying ages.
- Assist to administer, monitor and evaluate the created school program.
- Assist in training and evaluating School Programs staff on Stop Motion camp.
- Ensure all materials, supplies and equipment for School Programs is available, in working condition and in the appropriate areas.
- Develop and maintain a materials/supplies/equipment procurement and inventory system for the created program.
- Maintain records related to assigned activities and projects.
- Coordinate program bookings from teachers and/or groups as required.
- Instruct School Classroom/Interpretive/Demonstration Programs, Spring Break stop-motion camp and weekend stop-motion clubs.
- Assist in the development, documentation and updating of programs, including additional methods of delivery such as video conferencing etc.
- Assist with pre-program staff, training courses and In-Service Programs.
- Work with our teacher client base advisory groups and build relationships to assist in evaluating/developing programs.
- Ensure the safety of all School Program participants.
- Other duties as required

QUALIFICATIONS:

Knowledge and Abilities:

- Good understanding of the Alberta science curriculum
- Excellent English skills, verbal and written aspects
- Knowledge and experience with inquiry based learning
- Dynamic teaching skills
- Innovative and forward thinking
- Excellent organizational and time management skills
- Initiative to remain current on science topics
- Excellent technical aptitude (i.e. audio/visual equipment, computers, etc.)with familiarity of web based applications
- Strong video editing and production skills (candidates with an existing portfolio, YouTube or Twitch channel preferred)
- Ability to think on your feet
- Ability to mentor and guide staff
- Able to work independently and as part of a team
- Able to participate in, organize, lead and supervise group activities
- Able to motivate an effective team.
- Excellent supervisory skills

Education and Experience:

- Post-secondary degree/diploma in one of the following areas:
 - Education
 - Technology
 - Science
 - Science Communication
- Possess or qualifies for an Alberta Teaching Certificate.
- 2 years' experience in a related position is desirable.

Salary: \$26.33- \$33.04 hourly rate as per the 2016 Collective Agreement

Hours of Work: February – March: flexible. Must be available weekends (April 7, 14, 21, 28, May 5) and Spring Break (March 26-29). 144 hours total commitment (approx. 40 hours prep/development, the rest is instruction)

Opening Date: February 2, 2018

Closing Date: February 9, 2018

Apply to: TELUS World of Science – Edmonton
11211 142 Street NW, Edmonton, AB T5M 4A1
Attention: Human Resources hr@twose.ca

We thank all applicants in advance and advise that only those selected for an interview will be contacted