

THE DA VINCI DISCOVERY CENTER OF SCIENCE AND TECHNOLOGY, INC.

Job Description
Summer 2020

Job Title	STEM Summer Learning Education Internship
Department	Education
Reports to	Senior Director of Education

Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Part-time <input checked="" type="checkbox"/> Intern <input checked="" type="checkbox"/> Seasonal	Hours: Generally Monday-Friday 8:30am-3:30pm, <input checked="" type="checkbox"/> Days <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Holidays	FLSA Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Education Internships at Da Vinci Science Center will challenge and excite you! Interns will increase their STEM knowledge, train on best practices for STEM Education, and get first-hand experience developing and delivering engaging Project Based Learning Curriculum aligned with Next Generation Science Standards.

Education Interns work with certified classroom teachers to develop and teach integrated Reading, Math, and Science lessons to students in grades 1-5. Programs will be in-person and are available in Allentown, Bethlehem, or Easton and assigned locations will be mutually agreed on with supervisors. Interns leading these programs will be assigned based on expertise and need. This position will work approximately 35 hours a week from late May to early August. The students typically attend the program for 6 weeks from late June through late July with time off for the July 4 holiday. Program times vary but generally are from 9am-2pm.

The Education Intern is responsible for delivering STEM content and lesson planning as part of the Summer Learning Program Development and Teaching Team. Candidates must have experience working with elementary students. Intern should be fun, knowledgeable, and dependable and enjoy working with students with a variety of learning styles and abilities. Intern should be passionate about trying new methods of teaching and learning science and literacy through active investigation. Intern will display a commitment to diversity, equity, inclusion and accessibility in all aspects of their work. Intern must be flexible, willing to try new things, and learn from experience. Positive classroom management and youth development perspective is a must. Instructor should have exemplary public speaking, organizational, and customer service skills.

SPECIFIC JOB RESPONSIBILITIES

Delivery of educational programs. Active participation in curriculum design for educational programs.

- Attend and actively participate in curriculum development sessions with Program Development Team consisting of school district teacher (who leads literacy and math instruction) and Da Vinci Science Center administration
- Attend and actively participate in professional development and training offered
- Lead the STEM program development for your classroom in collaboration with the Program Development Team. Prepare ideas for discussion and lead meetings about STEM program implementation. Focus on integrating STEM and literacy in meaningful, culturally relevant ways
- Communicate and coordinate efforts with the rest of the teaching team about activities and goals
- Lead the teaching of STEM lessons during classroom time with students. Participate in other lessons that take place in the classroom and reinforce student learning across subjects
- Procure materials and set up classroom for all STEM activities

- Make safety a priority, especially with chemicals
- Implement positive youth development methods in classroom management
- Actively engage all students in learning experiences
- Incorporate feedback into future lessons by participating in team discussions about the program success and areas for improvement
- Assist with classroom clean up after each program (put supplies away, wash goggles, wipe tables, sweep floor if needed)
- Monitor supplies and report shortages
- Engage families in program activities to the greatest extent possible
- Other duties as assigned

EDUCATION REQUIREMENTS

High school graduate or equivalent. College level education preferred, especially experience with education or science, technology, engineering, arts or math courses. Experience working with children required. Bilingual in Spanish preferred.

PHYSICAL DEMANDS OF THIS JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Education Internship.

While performing the responsibilities of the Education Internship, the employee is regularly required to talk and hear. The employee is frequently required to be on their feet for up to five (5) hours at a time; stand; walk; sit; reach with arms and hands; climb or balance; stoop, kneel, crouch or crawl; move or lift up to 50 pounds. The employee is occasionally required to taste and smell; perform repetitive motions; use eye, hand and foot coordination. Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), peripheral vision (ability to observe and area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Education Intern may encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the position.

While performing the duties of this position, the employee is occasionally exposed to outdoor weather conditions; and required to wear protective lab coat, protective glasses and protective gloves. Employee may be required to use chemicals with Material Safety Data Sheets provided. Employee may be required to use high voltage electricity. Employee may need to use very hot or very cold liquids. The noise level in the work environment is usually moderate.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police, Federal Bureau of Investigation, and Pennsylvania Child Abuse Registry. Successful completion of a national background check may also be required. Additional clearances may be required as changing regulations are implemented.

Successful candidates will need a valid Driver’s License and proof of Auto Insurance coverage. It is preferred that candidates have a reliable vehicle that can be used for outreach programs. Employees are reimbursed for travel.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Education Internship and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the right to revise duties as needed.

Supervisor Approval	CEO / Executive Director Approval
Date	Date
Employee Name (printed)	Employee Acknowledgement (Signature)
Date:	