

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

**Job Description**

January 2023

<b>Job Title</b>	Bilingual STEAM (Science, Technology, Engineering, Art, & Math) Educator – Part Time, Museum
<b>Department</b>	Museum Education
<b>Reports to</b>	STEAM Education Manager

<b>Type of position:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	<b>Hours: Varies per week</b> <input checked="" type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays Hours depend on booked programs.	<b>FLSA Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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**GENERAL DESCRIPTION**

The Bilingual STEAM Educator is responsible for bringing science to life and lives to science by creating memorable learning experiences that provide compelling reasons to visit and meet our educational impact goals for all Da Vinci Science Center audiences. The Da Vinci Science Center is seeking fun, creative, knowledgeable, team-oriented, and dependable educators who enjoy working with people, learning about and teaching science, technology, engineering, arts, and math (STEAM). Exemplary public speaking, organizational, and customer service skills are required. The Bilingual STEAM Educator will display a commitment to diversity, equity, inclusion and accessibility in all aspects of their work. There is no guarantee of minimum hours; however, up to 28 hours a week are possible. Schedules are dependent upon Science Center attendance, special events, booked programs, and personal availability.

**SPECIFIC JOB RESPONSIBILITIES**

Deliver extraordinary educational programs including, but not limited to: Summer Camps, After School Clubs, Scout Programs, Exhibit Floor Education, and special events. There may also be opportunities to contribute to other events and programs.

- Set up classroom, teach educational activities, and appropriately respond to questions from Science Center guests (training and materials are provided)
- Exhibit positive youth development in classroom management strategies
- Make safety a priority, especially with chemicals
- Follow the established schedule for the daily events
- Actively engage all guests in learning experiences
- Attend and actively participate in training sessions to understand and implement the Da Vinci Science Center’s inquiry-based approach, science content, and effective presentation techniques
- Incorporate feedback into future lessons
- Clean classrooms after each program (put supplies away, wash goggles, wipe tables, sweep floor if needed)
- Monitor supplies and report shortages
- Facilitate the exhibit floor experience by engaging visitors in activities/discussions related to the exhibits
- Maintain safe and clean conditions for visitors and address safety issues immediately

- Deliver educational programming and interact with guests in both English and Spanish
- Other duties as assigned (translation of written content between English and Spanish, etc.)

### **QUALIFICATIONS AND EXPERIENCE**

Education: High school graduate or equivalent. Some college level education is preferred, especially experience with early childhood education and/or science, technology, engineering, arts, or math courses.

Required Experience: Working with preschool or school-age children.

Preferred Experience: Facilitating science, technology, engineering, arts or math programs for all ages, customer service

Required Skills: Spanish Language fluency (ability to write and speak in Spanish and translate between English and Spanish); ability to engage learners with diverse backgrounds, ages, and abilities; ability to present engaging programs; creative, effective team member; ability to problem-solve independently; proficient in Microsoft Office or Microsoft 365 tools; knowledgeable about STEAM subjects; excellent written and verbal communication skills; cultural competency; adaptability to unique situations

Preferred Skills: Familiarity with museum-based programming, inquiry-based and student-centered teaching methods, and positive youth development models; expertise in either Science, Technology, Engineering, Arts, or Mathematics, knowledge of effective STEAM teaching technique

### **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 essential functions described of the Bilingual STEAM Educator job.

While performing the responsibilities of the Bilingual STEAM Educator job, the employee is regularly required to talk and listen. 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 at least 25 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 Bilingual STEAM Educator may encounter. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions; and required to wear protective equipment including lab coat, glasses and 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 and Pennsylvania Child Abuse Registry and FBI fingerprinting checks are required. Other background checks may be required based on current policies and state laws.

**CONCLUSION**

This job description is intended to convey information essential to understanding the scope of the Bilingual STEAM Educator position 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.

Chief Administrative Officer/CFO Approval:		Date:	
Director/Manager Approval:		Date:	
Employee Acknowledgement:		Date:	