

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

Job Description

March 2021

<b>Job Title</b>	Bilingual Educator (Science, Technology, Engineering, Arts, and Math)
<b>Department</b>	Education
<b>Reports to</b>	Director of Education

<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<b>Hours: 40 per week</b> <input checked="" type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays	<b>FLSA Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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## GENERAL DESCRIPTION

The Da Vinci Science Center is seeking a creative, passionate educator who loves learning about science, technology, engineering, arts, and math, teaching diverse learners, and making a difference in their community. The Educator will deliver extraordinary, fun learning experiences in both English and Spanish, integrating STEAM subjects across the Lehigh Valley. This is accomplished through programs that take place off-site, online, and on-site for students, teachers, families, public visitors, and members. Specific responsibilities include delivering (in-person and online) classroom programs, after school programs, science celebrations, summer learning programs, and science shows. The educator also develops programming materials in both English and Spanish and translates existing program materials into Spanish when needed. The Educator works closely with part time staff, interns, and volunteers as a mentor and trainer, always demonstrating quality and excellence in their own work, and setting an example for other team members. The Educator delivers exemplary customer service and effectively collaborates with community partners. The Educator will display a commitment to diversity, equity, inclusion and accessibility in all aspects of their work. Creativity, complex problem solving, initiative, and a productive relationship with team members are key to the Educator’s success. The flexible schedule includes some evenings, weekends, and holidays.

## SPECIFIC JOB RESPONSIBILITIES

- Program: Planning and delivery of online and off-site programs including classroom lessons, after school programs, family events, summer learning, science shows and more. This includes creating bilingual educational materials in English and Spanish and translating existing materials when needed.
- Demonstrate and work towards mastery of effective presentation techniques, inquiry-based pedagogy, project-based learning, design thinking, maker education, science content, and exemplary customer service. Develop lessons that are engaging and relevant to participants, aligned to Next Generation Science Standards.
- Deliver scheduled on-site programs including member nights, summer camps, public programs, and more as needed.
- Administrative: Purchase materials, follow all budget and finance guidelines and policies.
- Make safety a priority. Complete all safety training and follow all safety guidelines. Ensure customers follow safety routines and wear personal protective equipment. Alert management of any safety issues.
- Provide positive interactions with teachers, students, and other customers. Deliver memorable programs. Demonstrate cultural competency and welcome all customers. Continuously improve Da Vinci Science Center products.
- Assist with recruiting staff, volunteers, and interns. Participate in coaching staff, supporting a culture

- of feedback, innovation, and growth.
- Provide any requested feedback about programs including reflection forms.
- Participate in evaluation of the impact of programs as needed. Incorporate feedback into future programs.
- Promote exemplary communication by actively participating in STEAM team meetings and represent the STEAM team in other cross departmental teams.
- Participate in future planning and development of new program initiatives.

**EDUCATION REQUIREMENTS**

- Bilingual in Spanish and English.
- Degree or equal experience in Science, Engineering, Art or Science Education, Science Communication, Museum Education, or Education Certification preferred. International diplomas are welcome.
- Minimum of two years’ experience in a similar education environment, experience working with the public and with children of all ages.
- Proficiency in MS Office (Word, Excel, Power Point, Outlook, and Publisher) required.
- Ability to thrive in a fast-paced environment.
- Highly organized and self-motivated individual.

**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 the Bilingual Educator job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this job. The employee is occasionally required to be on their feet for seven (7) hours at a time.

While performing the responsibilities of this job, the employee must occasionally move or lift up to and including 50 pounds. 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), color vision (ability to identify and distinguish colors).

**WORK ENVIRONMENT OF THIS JOB**

While performing the responsibilities of the Bilingual Educator job, these work environment characteristics are representative of what may be encountered. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Bilingual Educator job.

The noise level in the work environment is usually moderate but can be loud during busy times.

**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 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.**

Director / Manager  
Approval

CEO / Executive  
Director Approval

Title

Date

Date

Employee  
Acknowledgement

Date