

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

Job Description

January 2022

Job Title	Bilingual STEAM Educator (PT)
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 type="checkbox"/> Intern	Hours: up to 28 hours per week <input checked="" type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays	FLSA Classification: <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. Work with an engaging team of STEAM educators and gain valuable experience implementing classroom education programs. The Bilingual STEAM Educator will deliver extraordinary, fun learning experiences 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 delivers exemplary customer service and effectively collaborates with community partners. Bilingual STEAM Educator must be able to read, write and speak Spanish fluently and teach a full class in Spanish as needed. The Educator will display a commitment to diversity, equity, inclusion and belonging 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. There is no guarantee of minimum hours; however, up to 28 hours a week are possible. Schedules are dependent upon program assignment (Classroom Programs, Camps, Science Shows, etc.) and personal availability.

SPECIFIC JOB RESPONSIBILITIES

- Deliver extraordinary off-site educational programs including, but not limited to school day programs, after school programs, live science shows, science celebrations, and birthday parties across the Lehigh Valley and beyond.
- Learn the activity you will be teaching and be able to answer questions about the topic (training materials will be provided)
 - Set up classroom and teach educational activities
 - 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)
 - Must be able to carry totes with materials (up to 50 pounds) from place to place
 - Monitor supplies and report shortages
 - Other duties as assigned (deliver exhibit floor education, program development, etc.)
 - Participate in educational and promotional outreach events
 - Proactively provide guests with information about the Center and its offerings

QUALIFICATIONS AND EXPERIENCE

Education: High school graduate or equivalent. Some college level education and/or science, technology, engineering, arts, or math courses preferred.
 Required Experience: Working with preschool or school age children. Bilingual in Spanish and English.
 Preferred Experience: Facilitating science, technology, engineering, arts or math programs for all ages, customer service
 Required Skills: Present engaging programs, creative, effective team member, ability to problem solve independently, proficient in word, excel, and other online productivity tools, knowledgeable about STEAM subjects, excellent written and verbal communication skills, cultural competency, adaptability to unique situations
 Preferred Skills: Expertise in either Science, Technology, Engineering, Arts, or Mathematics, knowledge of effective STEAM teaching techniques

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 STEAM Educator. 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 STEAM Educator, 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 STEAM Educator.
 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.

In accordance with the Vaccine Mandate Policy of the Da Vinci Discovery Center of Science and Technology, Inc., your employment is contingent upon providing proof of receiving a full course of a Covid-19 vaccination and, to the extent recommended by the FDA, receiving periodic booster shots.

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.

CEO/Executive Director Approval:		Date:	
Director/Manager Approval:		Date:	
Employee Acknowledgement:		Date:	