



Job Title: Outreach Educator
Reports to: Director of Education
Hours: Full time, hourly
Rate of Pay: Commiserate with experience

Posting date:
Start date:

POSITION OVERVIEW

Performs an essential role in enabling the Discovery Center to meet its mission -

“To make science exciting, relevant and interesting to all types of learners by providing interactive exhibits and programs that actively engage children, adolescents and their families, to foster inquiring minds and to nurture the individual genius within each of us.”

The Outreach Educator works with the Director of Education to develop and provide unique education programming and events for school districts outside Potter and Randall counties. This position will have the opportunity to design and create new outreach education programs. The successful applicant will hold a valid Texas teaching certificate and have demonstrated abilities in creativity, innovation, organization, and time management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Curriculum and Program Design

- Responsible for developing and implementing outreach programming, including but not limited to: mobile science labs, temporary travelling exhibits, and Family Science Nights for school districts outside Potter and Randall counties.
- Create and present staff development programs for school districts and informal learning centers
- Responsible for maintaining outreach education program equipment and inventory
- Develop and submit outreach program curriculum for approval

Education Instruction & Support

- Present on-site education programs for school districts outside Potter and Randall county
- Develop programming and provide support for community service organizations and information education centers in outlying communities.
- Assist Director of Education with management of Discovery Loan Kit program

Management

- Creates and conducts ongoing needs assessments with Region 16 school districts to identify critical needs and develops DHDC education programming accordingly
- Develops and maintains evaluation program to assess program success and future areas of need
- Assists Director of Education with education programs and events as assigned
- Responsible for ensuring Educator Database is up to date
- Oversee distribution of annual Education Catalog
- Serve as on-floor manager for Family Science Nights as requested by the Director of Education
- Other duties as assigned



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QUALIFICATIONS

- Applicant must possess a current Texas teaching certificate
- Minimum of three years RECENT classroom teaching experience required, with 5 years' experience or more strongly preferred
- Must have a strong working knowledge of the TEKS and state-mandated testing requirements
- Experience in curriculum design and development
- Requires frequent travel throughout the Texas Panhandle
 - No overnights
 - Company vehicle provided and/or mileage paid
- Must be able to work a flexible schedule, including occasional evenings, weekends, and the rare holiday as needed
- Exceptional organization and time management skills
- Demonstrated ability to prioritize projects and multi-task is a must!
- Excellent written and verbal communications skills
- Outgoing and willing to work with large groups of people
- Superior customer service skills
- Ability to regularly lift 50 pounds
- Must possess a valid Texas Driver's License and a clean driving record

COMPENSATION AND BENEFITS

- Competitive salary commiserate with experience and skill set
- Paid vacation and sick leave
- Annual paid holidays
- Employer-paid health premiums for employee
- Employer assistance with dental insurance premiums
- Optional retirement plan

To apply, email a cover letter and résumé to Kyle Hadley, Director of Education, at khadley@dhdc.org.

Please reference "Outreach Educator" in the subject line.

DHDC is an equal opportunity employer.