

## **Job Description: Skype Educator**

<b>Title:</b>	<b>Part-time Skype Educator</b>
<b>Department:</b>	<b>Interpretive Education</b>
<b>Date:</b>	<b>February 2019</b>
<b>Position Reports To:</b>	<b>K–12 Curriculum and Digital Learning Specialist</b>
<b>Status:</b>	<b>Non-Exempt</b>

### **Summary:**

The Part-Time Skype Educator will be required to deliver quality interactive Skype in the Classroom lessons to a virtual K–12 audience. This educator will work closely with other members of the Interpretive Education Department's staff. The position of Educator will be employed from late August through early June each school year.

### **Essential Functions:**

#### ***Job Duties:***

- Deliver interactive virtual Skype lessons.
- Assist in the revision of existing lessons and creation of new Skype lessons.
- Operate and troubleshoot technology used during Skype lessons including hardware (iPads, desktops, and smartboards), operating systems (Windows and IOS) and platforms (Microsoft Office, Skype, Skype for Business, Google Hangouts).
- Manage individual Microsoft Outlook calendar to reflect scheduled Skype lessons.
- Arrive 15 minutes prior to lesson to set up and communicate with scheduled teacher.
- Delivery of on-site school programs when needed.
- Participate in other year-round educational programming.

#### ***Organization:***

- Follows Center policies and procedures.
- Actively participates in Content and Programming Division and Center-wide projects and initiatives.
- Performs additional duties, incidental or implied, consistent with the employee's background or training, or which may be reasonably delegated as being in the best interest of the Center.

#### **Competencies:**

- Demonstrates excellent verbal skills, including the ability to present in public to various types of audiences.
- Ability to lead K–12 lessons in person and a comfort level delivering them electronically (via Skype).
- Working knowledge of computer hardware and software, including hardware (iPads, desktops, and smartboards), operating systems (Windows and IOS) and platforms (Microsoft Office, Skype, Skype for Business, Google Hangouts).
- Strong organizational skills.
- Ability to work effectively under pressure.
- Can stand or walk for 8 hours a day.
- Can lift 10 pounds.

**Qualifications:*****Education:***

- Bachelor's degree in education, history, science, art, or other related field.

***Work Experience:***

- Experience teaching K–12 grade levels or similar.
- Experience working with children preferred.
- Experience teaching in an online environment preferred.

**EEO Statement:**

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.