

Job Description: School Programs & Curriculum Specialist

Date:	May 2022
Title:	School Programs and Curriculum Specialist
Department:	Interpretive Education
Position Reports To:	Director of Interpretive Education
Status:	Exempt / Full-time

Summary: Manage the direction, development, and implementation of pre-K–12 curriculum and digital learning initiatives. Employ innovative and best practices in both museum and pre-K education. Oversee programming, resources, and evaluation for pre-K–12 audiences, including on-site field trips, outreach materials, digital learning experiences, and professional development for teachers. Develop relationships with teachers and educational organizations.

Job Duties:

- Oversee the creation, development, coordination, and evaluation of in-house school tours, outreach, and digital learning resources for pre-K–12 public schools, private schools, and homeschools. This includes logistical plans; tour, lesson, resource, and curriculum direction/development; and budget management.
- Work as a member of the Virtual Field Trip team to develop and deliver virtual programming.
- Plan and create web-based assets that align to standards and complement programming and the Center's collections.
- Collaborate with teachers, school administrators, curators, outside partners, and other educators at the Center to produce best possible pre-K–12 curriculum and digital learning experiences.
- Explore, develop, and implement new programs and media to grow the pre-K–12 offerings as student and teacher needs evolve.
- Develop and implement teacher training opportunities using both in-person and digital learning platforms in coordination with the Native Education Outreach Specialist.
- Build partnership relationships with preschools, K–12 schools, literacy programs, and education-related organizations within the region, nationally, and globally.
- Provide on-site gallery experiences and offerings geared for children visiting the Center during the summer season.
- Assist with grant proposal content and reports.

Competencies:

- Excellent written and oral communications skills, including speaking to audiences of various sizes, ages, and education levels.
- Willingness to work collaboratively with multiple departments and external consultants.
- Strong organizational skills and an ability to prioritize and organize multiple projects.
- Experience in dealing with public school systems.
- Ability to work effectively under pressure and meet deadlines.
- Exhibits management skills including employee supervision and budgetary development.

- Working knowledge of computer software.
- Exhibits comfort working with various social media outlets.
- Familiarity with Wyoming, Montana, and national education standards.

Supervisory Responsibilities:

- Interns and volunteers.

Required Education and Experience:

- A minimum of a bachelor's degree in education, history, science, art, or related field.
- At least 3 years of experience in a museum, school, or other educational environment.
- Experience writing curriculum, lesson plans, and teaching in a pre-K–12 grade setting.

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.

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.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			x	
Standing		x		
Walking		x		
Bending Over		x		
Crawling	x			
Reaching		x		
Crouching	x			
Kneeling	x			
Balancing	x			
Pushing/Pulling		x		
Lifting/Carrying				
10 lbs or less			x	
11 lbs to 25 lbs		x		
26 lbs to 50 lbs		x		
51 lbs to 70 lbs		x		
Manual Dexterity			x	
Fine Motor Skills			x	
Gross Motor Skills		x		
Eye/Hand Coord.		x		
Near Vision			x	
Far Vision			x	
Color Recognition		x		
Hearing			x	

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside	x		
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat			x
Excessive Humidity/Dampness		x	x
Noise/Vibrations		x	
Working with Chemicals/Detergents/Cleaners		x	
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces			x
Motorized Equipment or Vehicles	x		
Working with Machinery/Motorized Equip.		x	
Climbing on Scaffolds or Ladders			x