

## **Job Description: Virtual Field Trip Scheduler & Educator**

**Date:** Summer 2024  
**Title:** Virtual Field Trip Scheduler & Educator  
**Department:** Interpretive Education  
**Position Reports To:** Director of Interpretive Education Division  
**Status:** Non-Exempt / Part-time

**Summary:** The Virtual Field Trip Scheduler & Educator schedules lessons for teachers, assigns staff instructors, and delivers quality interactive Virtual Field Trip lessons to a virtual audience. The educator works closely with other members of the Interpretive Education Department's staff. The position of Virtual Field Trip Scheduler & Educator will be employed from August through early June each school year.

### **Job Duties:**

- Manage Virtual Field Trip teacher scheduling system.
- Communicate with teachers, troubleshoot, and test internet connections with teachers.
- Schedule Virtual Educators for lessons using electronic calendars.
- Deliver interactive Virtual Field Trip lessons.
- Assist in the revision of existing lessons and creation of new Virtual Field Trip lessons.
- Delivery of on-site school programs when needed.
- Participate in other year-round educational programming.

### **Competencies:**

- Demonstrates excellent verbal skills, including the ability to present in public to various types of audiences.
- Ability to deliver lessons in person and a comfort level delivering them electronically.
- Working knowledge of computer hardware and software, including video conferencing platforms and scheduling software.
- Strong organizational skills and attention to detail.
- Ability to work effectively under pressure.

### **Supervisory Responsibilities:**

- None.

### **Required Education and Experience:**

- Bachelor's degree in education, history, science, art, or other related field.
- Experience teaching K-12 grade levels or similar.
- Experience teaching in an online environment preferred.

### **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:**

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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.

### 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	
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 Equipment		x	
Climbing on Scaffolds or Ladders (Step Stool)		x	