



Education Assistant Job Description

Requirements:

- Must have previous experience working with children
- Classroom hours in Early Childhood Education, Elementary Education, Child Development, Science Education, Art Education or a related major supplemented by relevant work experience; **OR** any other training and experience that provides the required knowledge, skills and abilities.
- Experience with hands-on, interactive curriculum delivery methods
- Ability to maintain respectful classroom environment
- Must be comfortable with having a role of responsibility, working independently and exhibit initiative
- Good communication skills and collaborative work ethic required
- Must have a Valid Driver's License

Responsibilities Include:

- Familiarize yourself with the various education programs and attend required training presented by Museum staff
- Assist and/or facilitate scheduled programs or specially requested programs within the community (school programs, camps, homeschool, outreach, afterschool, family programs, etc)
- Facilitate or assist in set-up, clean-up and preparation of program
- Directly supervise children in program and discipline when needed
- Inquiry-based interaction and engagement with children
- Coordinate schedule with Education Manager

Schedule Requirements:

- Flexible schedule for day, evening and weekend programs; most programs occur between the hours of 8am-5:30pm, Monday-Saturday; some evening and weekend hours

Pay Scale:

- \$9 per hour; **up to** 20 hours a week

Applications accepted until positions are filled.

Send application and resume to Rachel Carpenter, Education Manager, rcarpenter@normal.org