

EMPLOYMENT OPPORTUNITY

Program Instructor

Program Description

STARBASE Alpena is a youth program that offers a five-day, 25-hour, hands-on Science, Technology, Engineering, and Mathematics (STEM) curriculum to classroom youths in fifth grade but regularly seeing 4th – 6th-grade students. This is done in an effort to inspire their interest in the STEM work fields. Funded through the Department of Defense as a community outreach program, the national STARBASE program has more than 80 locations at military installations throughout the United States, Puerto Rico, and Guam.

Job Description

The Program Instructor implements and instructs all STARBASE lessons, performing in a manner that inspires students and creates memorable, positive learning experiences. This position coordinates closely with a teaching assistant and reports directly to the deputy director.

Responsibilities Overview (See attached Job Description Sheet)

- Provides engaging hands-on classroom instruction
- Implementing appropriate classroom management practices
- Organizes and manages classrooms
- Prepares the facility and the instructional materials for classes
- Create, modify, and update electronic presentations
- Provides programming for summer academies
- Provides programming for outreach activities
- Supports after-school STARBASE 2.0 program

Qualifications

- A bachelor's degree in education, with an emphasis in science and math preferred
- Valid Michigan teaching certificate
- At least three (3) years of experience in elementary education is preferred
- Strong computer skills
- Dynamic communication and interpersonal skills
- Ability to supervise and work as a team member
- Ability to organize and prioritize multiple work assignments, meeting deadlines, and adapting to changing priorities while maintaining a positive, effective, and professional approach

Remuneration

Program Instructors work 210 days a year at eight hours per day, salary plus benefits.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, or marital status.

Description:

The program instructor implements and instructs all STARBASE lessons, performing in a manner that inspires students and creates memorable, positive learning experiences. This position coordinates closely with a teaching assistant and reports directly to the deputy director.

Qualifications:

The program coordinator is required to have a variety of education, skills, aptitude, knowledge, and experiences:

- Bachelor's degree in education with an emphasis in science and math
- Valid Michigan teaching certificate
- Strong computer skills (Windows and Mac preferable)
- Easily adaptable and capable of learning new technological systems (including software) quickly
- Dynamic communication skills
- Ability to organize and prioritize multiple work assignments, meeting deadlines, and adapting to changing priorities while maintaining a positive, effective, and professional approach
- Possess classroom management skills that foster a rich learning environment, which is inspiring for students
- Possess classroom management skills that are flexible and highly adaptable to the unique aspects of individual classroom groups and individual student needs
- Ability to supervise and work as a team member

Duties and Responsibilities:**A. Classroom Operations**

1. Provide classroom instruction of approved curriculum, ensuring to present it in a manner that is engaging, hands-on, and inspiring to and actively involves the students
2. Coordinate with the director and deputy director to develop and implement a daily instructional schedule for delivery of curriculum
3. In coordination with the deputy director and director, develop new curriculum for submittal and approval by the curriculum committee
4. Suggest modifications and enhancements of existing curriculum with direction and guidance from the deputy director and director
5. Provide input for updates, corrections, and improvements to student logbook
6. Maintain instructional materials (logbooks, Eggbert kits, 3D printed key chains, etc.) and expendable supplies inventory, notifying the office manager as supplies require replenishment
7. Plan and assist with the development and implementation of advanced summer academies
8. Schedule and secure hands-on STEM workplace visits, utilizing the assets and personnel available at Alpena CRTC Base
9. Update and modify electronic presentations to maintain currency, relevance, and active engagement of students
10. Maintain and ensure accuracy and completion of all school and visiting student records and forms
11. Develop and maintain professional relationships with visiting school administrators, faculty, staff, and parents
12. Develop and maintain professional relationships with applicable Alpena CRTC Base personnel and representatives, extending the same professional courtesies to guests at Alpena CRTC
13. Organize instructional materials within classroom as well as shared workroom

B. Staff/Classroom Management

1. Utilize classroom management practices that adapt to the extensive diversification of individual classrooms and students
2. Implement classroom management practices that engage and inspire participants through hands-on learning opportunities
3. Supervise teaching assistants in a manner that is efficient and stimulates active, cooperative participation
4. Oversee and manage the efficient set-up and breakdown of all classroom activities

C. Professional Development

1. Work collaboratively with the director and deputy director to plan and implement professional development activities that promote individual and organizational growth and lead to overall improvement
2. Utilize time as appropriate and available for personal and collaborative professional development
3. Participate in all training for security, safety, and emergency procedures, including fire evacuation, tornado/severe weather procedures, and facility lock-down
4. Assist the deputy director and director in the coordination, supervision, implementation, and development of standard processes for the professional growth of new and existing support personnel (i.e., teaching assistants)
5. Actively participate in professional development that can effectively enhance the program, including STARBASE conferences and workshops
6. Through annual assessments and reviews, set specific goals with associated completion dates, and track progress toward achieving goals

D. Facility Operations

1. Maintain general upkeep of student-used restroom facilities, including replenishment of supplies
2. Maintain and upkeep appearance and cleanliness of classroom on a daily basis, including but not limited to vacuuming, sanitation of tables and chairs, and replenishment of hand sanitizer and paper towels
3. Ensure proper and appropriate sanitation of all equipment/materials used to conduct experiments and activities
4. At least once daily, or more regularly as weather conditions may require it, inspect entrance/exits to maintain safe access and egress, including snow removal and adequate salting of ice patches
5. Maintain computer lab, including but not limited to replenishing modeling and support material for 3D printer, refilling hand sanitizer and postcard printer paper, and ensuring overall cleanliness, particularly near the 3D printer and instructor work station
6. Maintain and update, as is appropriate and needed, classroom bulletin boards
7. Actively engage in practicing general cleanliness of building 4, maintaining its welcoming, comfortable appearance