

**Roswell Independent School District
Job Description**

Job Title: PLANETARIUM FACILITATOR

Reports To: SITE PRINCIPAL

Essential Duties and Responsibilities:

1. Provide instruction in science that includes information on Life Science, Earth Science, Physical Science and Astronomy.
2. Develop lesson plans, instructional materials, and presentations that are grade appropriate, address the NM Public Education Department standards and benchmarks, and utilize adopted district science curriculum.
3. Establish and maintain a positive rapport with students and staff that motivates and best utilizes the available time for instruction.
4. Participate in curriculum development programs within assignment and/or on a district level.
5. Recommend instructional aids and supplies and maintain an inventory.
6. Provide a safe, organized and attractive learning environment.
7. Use technology as an important instructional tool; model use of technology as a means of imparting science information.
8. Communicate with students, staff, administration, parents, community members and agents of the Roswell Museum.
9. Meet the needs of students and staff with fairness and flexibility.
10. Use of the NM Public Education Department standards and benchmarks, common core and RISD Science Curriculum Guides to ensure the alignment of presentations in instruction.
11. Have good organizational skills.
12. Be flexible and able to prioritize tasks.
13. Report to work on time and work no less than 7.25 hours per day.
14. Maintain confidentiality in sensitive matters.
15. Maintain accurate and detailed records.
16. Work independently with very little supervision.
17. Other duties as directed by your supervisor.

Qualifications:

1. Bachelor's degree or higher.
2. Current NM Public Education Department Teaching license with endorsements in Science.
3. Valid Drivers' license and Car Insurance (if traveling from site to site)

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

PLANETARIUM FACILITATOR (CONT'D)

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date