

JOB OPPORTUNITY

(Part-time, 24-32 hours per week)

Position: School Engagement Assistant

Reports to: Science Learning Lead

Posted: August 25, 2017

Science World British Columbia is a charitable organization that engages British Columbians in science and inspires future science and technology leadership throughout our province.

Science World reaches over 60,000 students annually through a variety of province-wide outreach programs, and an additional 40,000 annually visit TELUS World of Science on a field trip. In 2016-17, over 1,100 teachers and early-childhood educators participate in professional development workshops delivered around the province.

Position Description:

The intention of this position is ongoing. To start, the position will be approximately 24-32 hours per week for the initial 6-months. After that, the position will be assessed based on business needs to determine the exact number of hours and days that will be required per week.

Reporting to the Director of STEM Learning and working closely with the School Engagement Manager and the Professional Development Specialist, the School Engagement Assistant supports Science World's interaction with BC schools. The successful candidate is a strong team player who is comfortable with a diverse and flexible portfolio including significant administrative effort and periodic delivery of professional development workshops for BC teachers throughout the province. This position requires a familiarity with the BC education system and involves close cross-departmental collaboration. Moreover, the incumbent will develop a strong understanding of Science World's diversity of offerings and assets in supporting schools.

Key Responsibilities:

- Support the School Engagement Manager in carrying out the yearly plan for school-related offerings (field trip programming, pre and post visit activities, free online classroom activities, professional enrichment, Teacher Night out open house events, student teacher practicums, promoting school outreach offerings)
- Work collaboratively with Sales and the School Engagement Manager to answer teacher inquiries and recommend offerings and resources to teachers
- Administrative support for the field trip bursary program, field trip evaluation, field trip support materials
- Deliver professional development workshops to teachers and early childhood educators province-wide
- Assist with the preparation of monthly teacher newsletter
- Enhance and refine free online classroom resources including pre- and post-field trip activities
- Other duties as required

Qualifications:

- BC Teaching Certification (specialty and/or experience with K-7 is considered an asset)
- 1-2 years' teaching experience in formal or informal setting
- Excellent interpersonal and communication skills
- Familiarity with innovative science teaching methods, including inquiry and problem-based learning, critical thinking and cross-curricular teaching, and early childhood learning approaches
- Must have a valid unrestricted driver's licence with clean driving record (candidate will be asked to provide current driver's abstract for examination and approval), and willing to travel throughout BC by driving and by air
- Flexible work schedule is required with periodic weekend, evening work, overnight and multi-day travel required
- Working knowledge and experience with social media tools, and Microsoft Office suite

- All offers are subject to satisfactory completion of reference and police criminal record checks -

Please apply by **Friday, September 8, 2017** via the Science World careers portal: <http://scienceworld.ca/jobs>

** We would like to thank all candidates. However, only those selected for an interview will be contacted. **