

Job Title:	Facilitator Planetarium Program	Wage/Hour Status:	Exempt
Reports to:	Coordinator Planetarium	Pay Grade:	105
Dept./School:	College and Career Readiness Innovation	Date Revised:	September 8, 2023

Primary Purpose

Responsible for the management of operations of EPISD's Roddenberry Planetarium. Work collaboratively with stakeholders to support the vision, philosophy, and goals of the district and city's plan to promote utilization of planetarium for educational purposes and as a professional development tool.

Qualifications**Education/Certification**

Bachelor's Degree in Science or related field
Valid Texas Teacher Certification

Special Knowledge/Skills

- Knowledge of Texas Essential Knowledge and Skills (TEKS) in science
- Knowledge of astronomy and earth/space science
- Ability to create and present Planetarium programs to a variety of grade levels and audiences
- Ability to instruct students and manage student behavior
- Strong organizational, interpersonal and communication skills
- Ability to oversee the Digistar Planetarium System

Experience

Three (3) years related experience

Major Responsibilities and Duties**Instructional and Program Management**

1. Program the Digistar System and design new programs, as needed.
2. Provide routine maintenance of planetarium equipment.
3. Design and maintain planetarium interactive and static displays.
4. Keep current on new trends in astronomy and earth sciences.
5. Develop and present programs to students in the district and the public.
6. Assist teachers and other personnel in implementing and evaluating planetarium programs for the science curriculum.
7. Train teachers on the use of telescopes for use in campus astronomy events.
8. Provide community outreach.

Inventory

9. Maintain accurate inventory and recommend proper disposal and replacement of equipment and materials.

Communications and Community Relations:

10. Participate in professional development and organizations that will improve the use of the planetarium.
11. Facilitate visits to the planetarium.
12. Working hours schedule will vary.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Coordinate volunteers at Planetarium events.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Use of ladder and power tools. Occasional prolonged and irregular hours including weekends and evenings.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.