

<b>Job Title:</b>	Coordinator Planetarium Program	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Executive Director	<b>Pay Grade:</b>	107
<b>Dept./School:</b>	College & Career Readiness Innovation	<b>Date Revised:</b>	December 21, 2023

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**Primary Purpose**

Responsible for leadership in research, design, support, monitoring and 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  
 Master's Degree  
 Valid Texas Teacher Certification

**Special Knowledge/Skills**

- Knowledge of Texas Essential Knowledge and Skills (TEKS) in science
- Leadership ability on working with administrators, teachers, and the public
- Excellent project/program management and community-building skills
- Ability to effectively lead cross-functional teams
- Knowledge of astronomy and earth/space science
- Ability to create and present planetarium programs to a variety of grade levels and audiences
- Strong organizational, interpersonal and communication skills
- Ability to oversee the Digistar Planetarium System

**Experience**

Three (3) years' experience in the operation of a planetarium (comparable in size to the EPISD facility) or in the planetarium field

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

1. Oversee the implementation of goals and objectives of the CDBG grant.
2. Program the Digistar System console and design new programs as needed.
3. Provide leadership in the formulation and implementation of planetarium programs.
4. Design and deliver professional development training to ensure success with implementation of planetarium programs and opportunities.
5. Coordinate planetarium's outreach programs to effectively promote programs offered by the planetarium.
6. Research effective models, best practices and challenges to design and pilot effective programs at the planetarium.
7. Keep current on new trends in astronomy and earth sciences.
8. Assist teachers and other personnel in implementing and evaluating planetarium programs for the science curriculum.
9. Manage delivery of programs, addressing issues and challenges that arise.
10. Manage the planetarium's master schedule for schools and community visits.
11. Develop strong and strategic partnerships with outside entities to provide community outreach
12. Manage the planetarium's website and social media platforms.
13. Ability to present to various internal and external audiences.

**Inventory:**

14. Identify program needs and prepare cost estimates.
15. Develop and administer the budget for department.
16. Ensures activities are cost effective and funds are managed prudently.
17. Maintain materials and equipment inventories.

**Personnel Management:**

- 18. Promote an organizational climate that results in positive staff morale and openness in the district.
- 19. Train, supervise, and evaluate assigned personnel.
- 20. Recommend personnel action regarding assigned personnel.

**Communications and Community Relations:**

- 21. Serve as District liaison to the media and public regarding planetarium events.
- 22. Participate in professional development and organizations that will improve the use of the planetarium.
- 23. Facilitate visits to the planetarium.
- 24. Create opportunities for use of the planetarium as a community service tool.
- 25. Encourage community involvement.

**Professional Growth:**

- 26. Stay informed on the latest research, trends, and developments in science instruction.
- 27. Participate in professional development activities.
- 28. Provide leadership in coordinating staff development efforts for assigned personnel.

**Supervisory Responsibilities:**

- 29. Supervise and evaluate the performance of assigned personnel.

**Physical and Mental Job Requirements Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; frequent districtwide travel; frequent prolonged working hours including weekends and evenings.

**Terms of Employment**

226 days

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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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