

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.
 CHECK ONE: NEW POSITION EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas State Historical Society	9. Position No. 111761	10. Budget Program Number	Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Education/Info. Rep. II		
3. Division Education		12. Proposed Class Title Education Coordinator		Position Number
4. Section		13. Allocation		
5. Unit		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		15. By _____ Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %100		16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 a.m. TO: 5:00 p.m.		17. Audit Date: _____ By: _____ Date: _____ By: _____		

PART II - To be completed by department head, personnel office or supervisor of the position

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Trae Johnson	Assistant Director of Education and Outreach	K0000241189

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same as above		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The Education Coordinator has considerable input into the goals and objectives for the division. Assignments are given and progress is monitored at regular conferences between the employee and his/her supervisor. The employee is responsible for completing major projects with a great deal of latitude.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

35%

This position exercises a fair degree of independent judgment in planning, research, and implementation of programs. His/her work is judged on the amount, quality, and efficiency of the products produced.

Administration

- A) Works with Division Director to develop project goals and objectives and to evaluate the effectiveness of projects in meeting these goals and works to effectively institute necessary changes so that projects run smoothly.
- B) Develops and monitors project budgets from state, private, and grant funds. Works with other staff to develop funding strategies for specific projects.
- C) Promotes public awareness and appreciation of educational and interpretive programs to individuals and organizations. This includes representing the agency at a variety of functions, including teacher in-service training, professional conferences, and public events. Work involves communicating through verbal, printed promotional materials and the Internet.
- D) Supervises, trains, and evaluates volunteers, interns, temporary employees (Visitor Service Representatives) and contract employees.
- E) Position serves as the supervisor for the traveling resource trunk program for the agency.
- F) Serves as the supervisor for the *Read Kansas!* program and responsible for order fulfillment and shipping.
- G) Serves on agency planning committees for the development and evaluation of educational programs to ensure that the programs will meet best educational practices permitted within the budget constraints. This includes but is not limited to work on museum exhibits, public programs, student programs, and teacher in-service programs.
- H) Provides professional advice to local, regional, and national historical and cultural organizations regarding educational and other public interpretive programs through participation at professional meetings, seminars, and workshops.

30%

Curriculum Development

- A) Develops, writes, and produces original curriculum materials that address state curriculum standards in the disciplines of history, geography, economics, civics, reading and writing. Topics are always significant to the educational objectives of the Society. Position supervises the development of curriculum for the traveling resource trunk program.
- B) Creates curriculum units that use both primary and secondary resource materials but emphasize the use of primary source materials to engage students in the process of learning higher-level critical thinking skills (i.e analysis, synthesis, evaluation).
- C) Develops curriculum materials for students pre-kindergarten through twelfth grade addressing the needs of students with a variety of learning styles and abilities (in compliance with ADA) that meet best educational practices.
- D) Creates and implements an evaluation process for all curriculum materials.

25%

Educational Programming

- A) Plans, directs, implements, and evaluates new and existing educational programs including but not limited to the annual Kansas Day program and the History and Environmental Fair.
- B) Stays current on professional standards for educational programming through reading professional literature, membership to on-line services, and contact with other professionals.
- C) Ensures that all educational programs are based on sound and accurate research by engaging scholars and other experts to review materials before they are made available to the public. Includes verifying the comments and suggestions of reviewers and modifying materials in an appropriate manner.

10%

Other Duties as Assigned

- A) Shares responsibility with other division staff for supervising after-hours programs to better serve the people of Kansas.
- B) Participates in agency committees when assigned to assure the input of the education division.
- C) Assists with the evaluation process of other division programs that are under the supervision of other division staff. All programs are evaluated annually or at the completion of the program.
- D) Produces annual program reports.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Photocopying machine – monthly
Computer – daily

Telephone – daily
Adobe Creative Cloud – monthly

Calculator – monthly
Constant Contact - monthly

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

Education or Training - Special or professional

Graduation from an accredited four year college with major work in history, American studies, anthropology, folklore, museum studies, library science, or education. Prefer curriculum training and teaching experience.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Must be able to communicate effectively both verbally and in writing and deal with the public harmoniously. Must be efficient at detail work. Must have the ability to work independently and with only occasional evaluation.

Experience - Length in years and kind

Historical Society experience may be substituted for the required education on a year-for-year basis. One year of experience in education or public programming preferred. Experience with current education curriculum theory and practices preferred.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Approved:

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date