

Position:

Program Instructors-Full time, 12 Month-Year Round Program

Work Location:

STARBASE Wright-Patt, Prairies School Age Building, WPAFB

STARBASE Wright-Patt:

STARBASE Wright-Patt is a Department of Defense (DoD) educational outreach program managed locally by WPAFB Education Outreach office (WPEO) in cooperation with Beavercreek City Schools (BCS). It is designed to increase the knowledge, interest, and skills of area youth in Science, Technology, Engineering, and Math (STEM) through inquiry-based curriculum with “hands-on, minds-on” experiential activities. STARBASE Wright-Patt is an immersive five-day, 25-hour STEM program for 5th graders, with innovative and engaging learning activities.

Description:

The program instructors implement and instruct all STARBASE lessons, performing in a manner that inspires students and creates memorable, positive learning experiences. This position coordinates closely with another instructor and/or instructor assistant and reports directly to the Director. Work also involves analysis of instructional needs and development of lesson plans in alignment with DoD STARBASE curriculum standards.

NOTE: This is an Employee-At-Will position and is contingent upon continued DoD funding of the STARBASE Wright-Patt program.

Qualifications:

The program instructor is required to have a variety of education, skills, aptitude, knowledge, and experiences:

- A bachelor’s degree in a STEM related field or education is preferred, but special considerations can be made on an individual basis.
- Ability to obtain an Ohio Substitute license or regular teaching license. A Resident Educator license is not sufficient.
- Ability in creating, developing, and implementing curriculum for k-12 students.
- Experience and knowledge using computers and Microsoft Office programs.
- Ability to create and effective learning and working environment.
- Ability to organize and prioritize multiple work assignments, meeting deadlines, and adapting to changing priorities while maintaining a positive, effective, and professional approach.
- Possess classroom management skills that foster a rich learning environment, which is inspiring for students.

- Possess classroom management skills that are flexible and highly adaptive to the unique aspects of individual classroom groups and individual student needs.
- Ability to establish and maintain quality and effective communication (oral and written) skills
- Ability to teach in a co-teaching setting and work as a team member.
- Ability for quality communication and effective relationships with military commanders and personnel, teachers, students, and volunteers.
- Ability to walk, stoop, bend, and sit to perform job duties. Must be able to be standing for long periods of time in the classroom. Additionally, ability to lift, carry, move, and/or set up equipment and materials that weigh up to 25 pounds.
- Ability to pass a background check that includes BCI and FBI.

Duties and Responsibilities:

Classroom Operations

- Provide classroom instruction of approved curriculum, ensuring presentation in a manner that is engaging, hands-on, and inspiring to and actively involves the students.
- In coordination with the Director and Deputy Director, develop new curriculum for submittal and approval as required.
- Suggest modifications and enhancements of existing curriculum with direction and guidance from the Director.
- Coordinate the creation and update of student logbooks and class forms as necessary and provide updates, corrections, and improvements as needed.
- Maintain and inventory instructional materials and notify the Director as supplies require replenishment.
- Plan and assist in the development and implementation of advanced summer academies.
- In coordination with the Deputy Director, update and modify Ppt presentations to maintain currency, relevance, and active engagement of students.
- Develop and maintain professional relationships with key partners to include visiting school administrators, faculty, staff, volunteers, and distinguished visitors.
- Organize instructional materials within the classroom and shared workroom/breakroom.
- Other duties as assigned by the STARBASE Director.

Staff/Classroom Management

- Use classroom management practices that adapt to the extensive needs of individual classrooms and students.
- Supervise teaching assistants in a manner that is efficient and stimulates active, cooperative participation
- Oversee and manage the efficient set-up and breakdown of all classroom activities

- Complete specific Areas of Responsibility (AORs) as assigned by the Director

Professional Development

- Work collaboratively with the Director to plan and implement professional
- development activities that promote individual and organizational growth and lead to
- overall improvement
- Utilize time as appropriate and available for personal and collaborative professional development
- Participate in all training provided by STARBASE Wright-Patt
- Actively participate in professional development that can effectively enhance the program, including STARBASE conferences and workshops
- Through annual assessments and reviews, set specific goals with associated completion dates, and track progress toward achieving goals

Facility Operations

- Maintain facility in accordance with current and established partnership agreements
- Maintain and upkeep appearance and cleanliness of classroom on a daily basis, including but not limited to spot vacuuming and mopping as needed, sanitation of tables and chairs, and replenishment of hand sanitizer, tissues, and cleaning supplies as needed
- Maintain and update, as is appropriate and needed, classroom bulletin boards