



JOB DESCRIPTION

Educational Outreach Specialist

Purpose of this position:

To instruct the “next generation” through a variety of education outreach programs and activities. This position will require creating lesson plans and curricula to provide teachers resources and knowledge to introduce science, space, aeronautics, and similar courses that Alphaport has developed and provide instructor led seminars.

Key Responsibilities will include, but are not limited to:

- Curriculum design, development, and implementation of K-12 STEM programs and activities including in-school and after-school programs.
- Design and implementation of teacher professional development programs in STEM
- Ongoing review and editing of all student and teacher curriculum materials
- Development and implementation of program assessment and evaluation
- Researching grant proposals and presenting findings to management
- Networking with STEM organizations for possible partnerships
- Research and establish criteria required to offer these seminars as official continuing education for teachers to obtain professional development credit.

Basic Knowledge and Skills:

- Technologically proficient, including familiarity with web-based educational tools and resources
- Experience in the creation and delivery of teacher professional development preferred.
- Experience in state and federal education grant proposal development and implementation preferred

Education and work experience:

- Bachelor’s degree in a related education discipline.
- Minimum 3 years teaching in a STEM-related discipline (or equivalent experience), aeronautics/aerospace; sustainable energy; advanced manufacturing; and 21st century workforce skills.



Physical Requirements:

The ability to kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10 to 20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate office equipment, and read information on spreadsheets and reports. The candidate frequently is required to sit, reach with hands and arms, talk, and hear.

Travel:

Some local travel will be required.

Salary:

Salary preference required.

Where to Apply:

All qualified applicants are encouraged to forward their resume to lslittle@alpha-port.com or fax their resume to the HR Administrator at (216) 619-2443.