**JOB DESCRIPTION**

**The Columbus Museum, Inc.**

**Museum PALS Teaching Assistant**

**Purpose Statement**

The Museum PALS Teaching Assistant will lead the Museum PALS (Pre-k Art & Literacy in Schools) program under the supervision of the Community Outreach Coordinator. The Teaching Assistant is responsible for facilitating interactive conversations about art in a school setting and leading hands-on art activities. The Teaching Assistant will need to travel between Muscogee County School District sites and The Columbus Museum’s temporary headquarters to facilitate the program.

This job reports to the Director of Education & Engagement. This position is part time, temporary, and non-exempt. This position works from August to May from 8am to 12pm, Monday through Friday. Monthly schedule will align with MCSD’s academic calendar.

**Essential Functions**

* Conduct visits to Pre-K classrooms in MCSD schools to facilitate art and literacy-based lessons
* Lead hands-on art activities
* Prep materials for monthly activities as needed
* Work with Community Outreach Coordinator to complete program evaluations and track relevant data
* Attend relevant trainings and staff meetings
* Communicate with Museum colleagues and MCSD teachers to ensure smooth operation of the program.

**Other Functions**

* Daily attendance and punctuality are required for the purpose of ensuring that the goals of the work can be met. The ideal candidate will have availability Monday through Friday between the hours of 8am and 12pm.
* Maintain and increase knowledge and skills of the Museum and art education pedagogy.
* Perform other tasks that pertain to the Museum PALS program as assigned by the Community Outreach Coordinator and/or Director of Education & Engagement. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position for the purpose of ensuring that the efficient, effective functioning of the work unit can be met.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

* Excellent interpersonal and communication skills
* Proficiency in Microsoft Word and PowerPoint
* A willingness to learn new conversational practices and techniques
* Interest in American art and regional history
* Ability to work independently, with little supervision, and uphold Museum's policies
* Curiosity, creativity, and flexibility
* Personal transportation is required. Mileage will be reimbursed at the current IRS rate for all work-related travel.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods, and working with other persons within a department, large work unit, and/or across several small work units. Utilization of significant resources from other work units is routinely required to perform the job's functions.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting and 60% walking and/or standing. This job is performed in a generally clean and healthy environment.

**Education:** High school diploma

**Experience**:

* Experience working with groups of children and teachers, especially in an educational setting preferred
* Experience making art and/or leading hands-on art lessons preferred

**Required Testing Certificates & Licenses**

None Specified None Specified

**Continuing Educ. / Training Clearances**

Required criminal fingerprint background Criminal Justice Fingerprint/Background Clearance

check every five years

**Compensation**

$13/hour, 20 hours per week.