

Education Coordinator Position Description Grand Staircase Escalante Partners

Introduction

Grand Staircase Escalante Partners (GSEP) is a 501(c)3 non-profit organization with offices located in Kanab and Escalante, Utah. GSEP was organized in 2004 and through a Financial Assistance Agreement is an official support organization of the Bureau of Land Management (BLM) that manages the Grand Staircase Escalante National Monument (GSENM).

The position of Education Coordinator is a full-time year-round position that supports the Grand Staircase-Escalante National Monument's Environmental Education Program. Ideally, this position will be based out of Kanab, but qualified candidates in locations in other communities surrounding the Grand Staircase-Escalante will be considered. This program serves four functions: creating interest and appreciation for National Conservation Lands System; providing opportunities to teach students land stewardship; promoting initiatives to get youth outside and engaged in on-the-ground projects on public land; and supporting youth career development and employment opportunities in natural and cultural resource management.

The Education Coordinator will implement and expand the curriculum-based GSEP-BLM educational program, which helps students, teachers, and adults explore GSENM, surrounding public lands and rural communities of southern Utah and northern Arizona. Scientifically and historically invaluable, this region is ideal for examining efforts to live sustainably in remote, arid country, and it's a life-changing classroom for an emerging generation of Westerners.

To achieve GSEP objectives, the Education Coordinator will implement Frontier Science School (FSS). This includes, but is not limited to online curriculum, programming with local schools, Grand Staircase-Escalante Community Lecture Series and Master Naturalists. The Education Coordinator will coordinate with BLM staff, educational institutions, other organizations, individual educators, and interested citizens to develop, promote, organize, and expand necessary resources and services for the continuance of the GSEP educational program that includes curriculum-based classroom activities on archaeology, paleontology, local Utah history, as well as science, technology, engineering and mathematics (STEM).

This program has the potential to expand to expand the FSS to include after-school youth programs and summer programs associated with other non-profits, universities and a variety of state and federal agencies. The FSS program could sponsor teacher training courses with universities' involvement so teachers can earn Continuing Educational Units (CEU) Credits. This vision could also include a fee-for-service potential for bus tours and other organized groups.

Major Duties

Incumbent will:

- Coordinate with teachers from schools adjacent to GSENM to organize student outreach activities, visitor center trips, field trips into the National Monument or other public lands, in-school presentations, and other opportunities as they arise that reinforces the classroom educational goals. Help arrange logistics of such trips with the school district.
- Research and pursue education program grant opportunities, and support general fundraising efforts. Program budgeting and financial management is part of the job.
- Coordinate with educators to develop new or revise existing curriculum to better meet teacher and Utah and Arizona Department of Education requirements.
- Update or develop program publications, websites, presentations, exhibits, and other information media as needed.
- Use traveling archaeological and paleontological discovery trunks and the traveling dinosaur skull exhibits particularly for schools some distance from the National Monument.
- Collaborate with partners to host collaborative education opportunities, like Master Naturalist program
- Lead scheduling and booking for Community Lecture Series
- Identify and cultivate potential partnerships with other educational institutions and field schools
- Use Master Naturalists, volunteers, students, BLM or other agencies staff, and community organizations/businesses with project implementation. Such volunteers need to be trained, coached and supervised using School Districts protocols and BLM guidelines.
- Assist other GSEP staff with adult educational outreach projects, community lectures and field trips as educational outreach is a natural part of all GSEP programs.
- Provide reports and recommendations to the GSEP Board of Directors. The incumbent will occasionally make presentations to the Board, GSENM managers/staff or the public on the merits of the educational program, Grand Staircase-Escalante Monument and Grand Staircase Escalante Partners.
- If incumbent is located in Kanab, a small portion of weekly time will be devoted to supporting the separations of duties with the Office Manager in the Kanab office.

Knowledge and experience required by this position.

The incumbent must:

- Have a minimum Bachelor of Science degree or college-level teacher education credentials and classroom experience to meet the challenges and opportunities presented.
- Have the desire to work with students, teachers, school administrators and other district staff to meet GSEP educational program goals and objectives and curriculum standards.
- Familiarize themselves with GSEP policies and procedures, BLM regulations, and school district protocols in the communities adjacent to the Grand Staircase to ensure program

and projects adhere to established guidelines.

- Have excellent organization, writing, and communication skills.
- Have experience or demonstrate ability to coordinate and organize classroom or field-based activities utilizing approved curriculum.
- Take direction from the supervisor and be able to coordinate with the GSENM Interpretive Specialist.
- Work independently and efficiently to set up programs, activities and arrange logistics.
- Have a working knowledge of Microsoft Word, Excel, Access, PowerPoint, and Global Positioning Systems (GPS).
- Learn new software and computer skills as required by the job.
- Pass educational security background.

Supervision

The Education Coordinator is supervised by the GSEP Executive Director. Supervisor provides work performance direction and annual evaluation.

Compensation

The employee will receive benefits outlined in GSEP's Employee and Operations Manual. Full-time employees are eligible to receive up to 80 hours of paid vacation time per year. After three years of employment, full-time employees are entitled to receive up to 120 hours of paid vacation per year. Full-time employees are also eligible for up to 40 hours of paid sick leave per year. Employees are entitled to 10 paid holidays, the offices are typically closed 12/24 -1/1 with compensation upon approval by the Executive Director. GSEP currently offers health benefits and a retirement plan.

Salary range for Education Coordinator: \$42,000 – \$46,000 based on experience.