JOB ANNOUNCEMENT

**PT Education Outreach Specialist**
Tennessee Department of State
Tennessee State Library and Archives, Archives Development Program

**Supervisor: Education Outreach Coordinator**

**Summary:** This temporary, part-time position has responsibility to assist the education outreach team at the Tennessee State Library and Archives with developing and preparing curriculum materials for summer camp, a women’s suffrage teacher workshop series, as well as the TSLA DocsBox program. Additional responsibilities will include updating lesson plans and the TSLA education website with the new social studies curriculum standards. This position is intended only for the summer months of June and July. Start and end dates are negotiable.

**Duties and Responsibilities:**

**Docsboxes**
- Help with editing lesson plans
- Creating graphic organizers, worksheets, etc.
- Printing, laminating, and organizing DocBox Materials
- Update DocsBox lesson plans with new social studies curriculum standards

**Summer Camp**
- Organizing Summer Camp Materials
- Help with summer camp activities

**2019-2020 Women’s Suffrage Commemoration**
- Review and edit potential Women’s Suffrage workshop activities
- Brainstorm potential new education programs for women’s suffrage

**Lesson Plans & Other Duties**
- Editing class-based lesson plans developed by TSLA Educator Working Group
- Revise and edit prior lesson plans to fit new social studies curriculum standards
- Help prepare 2019-2020 “Primary Source of the Month” sources for education newsletter
- Assist with transition of education website to new social studies curriculum standards
- Performs other duties as assigned
**Minimum Qualifications:**

**Education and Experience**

- Bachelor’s degree (Master’s Preferred) in Education, History, Public History or related field.
- Experience equivalent to two years of work in a social studies classroom setting or on education-related projects in a history-based organization. Experience developing classroom curriculum for social studies including history, and/or government K-12 classes required.

**Knowledge and Abilities**

- Knowledge of Tennessee and American history required.
- Understanding of and respect for the K-12 education environment.
- Strong organizational skills, including the ability to establish priorities, follow project timelines, and meet project deadlines.
- Must be highly motivated and self-directed with strong attention to detail
- Ability to work in a collaborative, team-focused environment
- Ability to communicate effectively with diverse audiences including teachers, K-12 students, academics, university students, and TSLA staff and patrons.
- Project management skills and experience.
- Public speaking skills and ease appearing in front of groups.
- Comfort with and understanding of the use of technology in the educational environment.
- Must be willing and able to work a flexible schedule. Periodic weekend and after hours work required.
- Must possess good driving record and valid driver’s license.
- Must exhibit the ability to be a positive influence while representing the state.

**Physical requirements**

- Ability to lift materials up to 25 pounds.
- Ability to work in an environment that contains dust and other allergens.
- Ability to stand for up to four hours at a time.
- Ability to climb multiple flights of stairs.

**Salary:** $17.50 per hour, limited to an average of 30 hours per week

**How to Apply:**

Submit a cover letter and resume reflecting education, specific positions held. Application materials should be submitted to sos.hr@tn.gov by the close of business on Jun 21, 2019.

Pursuant to the State of Tennessee’s Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State’s policy to provide an environment free of discrimination and harassment of an individual because of that person’s race, color, national origin, age (40 and
over), sex, pregnancy, religion, creed, disability, veteran’s status or any other category protected by state and/or federal civil rights laws.