



**Connecticut Science Center  
Director of Professional Development and School Programs**

**FLSA:** Full Time (40 hours), Exempt

**Reporting to:** Vice President of Programs

**Key Responsibilities:**

- Work with the VP of Programs and other program managers as necessary on the development and implementation of a comprehensive field trip and outreach science education program for schools
- Manage the CSC's School Field Trip Program including;
  - Coordinate the implementation of CSC education programs that support and enhance the grade PreK-12 CT Science Standards, and pending *Next Generation Science Standards*
- Manage the CSC's Professional Development Program for Teachers including;
  - Coordinate the delivery of professional development workshops working with CSC program staff and contract facilitators,
  - Manage the inventory of PD materials,
  - Coordinate awarding of CEUs to workshop participants,
  - Create and maintain content for PD program web pages,
- Work with the VP of Programs to develop and implement plans for expanding the CSC's capacity to deliver PD to meet growing demand from school districts
- Proactively work with districts and/or schools to develop contracts for professional development and other CSC educational program services
- Prepare program and evaluation reports working with the Science Center's Coordinator of Research
- Work with the VP of Programs to prepare and track annual education – related program budgets to ensure fiscal viability of the professional development and school field trip programs
- Work with the VP of Programs and the CSC Marketing Department to proactively promote to school districts and generate participation in CSC field trip programs and PD workshops including;
  - Oversee the development of the CSC's annual Educators Guide
  - Coordinate with the CSC Visitor Services Department to present an annual Open House for Teacher
- Serve as a CSC liaison to CT school districts, the CT Department of Education and various state, regional and national education professional organizations (CABE, CSTA, CSSA, NSTA, etc.)
- Provide leadership, inspiration, coaching, and serve as a professional resource/role model for, internal staff who will execute and fulfill educational programs
- Other duties as deemed necessary by program need and/or management
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**Position Requirements:**

- Masters degree in education or related field
- Strong familiarity with inquiry-based pedagogy and previous experience teaching or administration of **inquiry**-based science programming.
- Strong familiarity with the CT K-12 Science Curriculum Frameworks, demonstrated effectiveness working with public schools and their educators & administrators
- Strong organizational skills
- Demonstrated ability to effectively manage budgets and project deadlines
- Demonstrated ability to lead and manage teams of professionals, helping them to grow professionally within the established culture of the institution
- Understanding of the importance and value of working as part of a larger cross-functional and intra departmental team in a professional, courteous, and collaborative manner
- Excellent interpersonal, communication and presentation skills
- Ability to work some evenings, weekends and holidays
- Ability to travel as required
- Must possess a valid CT driver's license, the ability to drive to off-site locations, and maintain a satisfactory driving record

Qualified applicants will go through an application process, interview process and must successfully complete a background check.

To apply, send a cover letter and resume to [HR@CTScienceCenter.org](mailto:HR@CTScienceCenter.org) please reference "*Director of Professional Development and School Programs*".

**The Connecticut Science Center is an Equal Opportunity Employer**