

**Job Description: Mobile Lab and Curriculum Coordinator**  
**Reports to: Executive Director, National Ag Science Center**



**Basic Function:**

The Mobile Lab and Curriculum Coordinator is responsible for design of standards-aligned lab lessons, coordination of lab schedule including school site and event participation, supervision and delivery of lessons within the Ag in Motion mobile classroom and other related programs. This position reports to the Director and works in collaboration with other National Ag Science Center staff, educators, and the public. A clear understanding of educational planning, curriculum development and delivery, and the ability to manage multiple projects is required. The ability to present content in an informational, enthusiastic and interactive manner to all ages is essential to this position.

**Specific Duties & Responsibilities:**

Specific duties include, but are not limited to, the following:

- Design, produce, and deliver a variety of ag science programs for students and educators, including school visits and classroom programs, pre- and post-visit activities, curriculum materials, educator professional development, ag science camp, and educator events
- Create a plan for reaching schools in Stanislaus, San Joaquin, and Merced counties and scheduling AIM
- Create a comprehensive professional development and evaluation program for all educational offerings
- Implement systems to support a safe, efficient and effective program, including but not limited to: Record keeping, calendars and schedules, statistics and reporting, and safety and disaster plans
- Assist in training, supervising and evaluating substitute lab coordinators, volunteers and interns as needed
- In collaboration with the Executive Director, plan, develop, implement and manage assigned budgets and allocation of resources related to educational programming
- Oversee and perform supply ordering, storage and usage in AIM
- Cultivate regional relationships with K-12 schools, migrant education, agricultural and science organizations, colleges and universities
- Other duties as assigned

**Desired Qualifications:**

- Bachelor's degree in education, science, agriculture or related field
- Knowledge of the National Ag Science Center mission, programs, and mobile classroom project
- Understanding of best practices in education including, but not limited to: Differentiated instruction, engagement strategies, standards alignment, and checking for understanding
- Enthusiasm, integrity, industriousness, and a team player
- Willingness and ability to travel, occasional evening and weekend hours are required

**Work Experience:**

- Experience in curriculum development, design and implementation is beneficial
- Experience in education, agriculture or science related setting is desirable

**Licenses and Certifications:**

- Valid California driver's license required

**Skills and Abilities:**

- Outstanding teaching and presentation skills to all ages
- Proficiency in Microsoft Office applications: Word, Excel, Access, PowerPoint, and Publisher
- Exceptional oral and written communications skills
- Excellent organizational skills with the ability to work independently and as an effective team member
- Extraordinary people and customer service skills
- Ability to creatively and effectively problem solve
- Bi-lingual, Spanish in particular, a plus

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands:** While performing the duties of this job, the employee is required to travel independently. When not in the office, the person in this position will be required to travel with the Ag In Motion mobile classroom. In the work environments described below, this position requires sitting at a desk and utilizing a computer and telephone and/or standing for prolonged periods of time, good eye/hand coordination, and the ability to bend, lift 25 lbs. and stretch while moving materials. Vision abilities required by the job include close and distant vision.

**Work Environment:** Work will be performed in an office environment, mobile classroom, and in the communities served. When not in the office, the employee will be spending an extensive amount of time in the mobile classroom at school sites. Travel is expected to work and to a variety of school and event-based settings. While performing the duties of this job, the employee is exposed to weather conditions at the time. The noise level in the work environment is usually low to moderate.

*The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*

**Compensation:**

The National Ag Science Center offers a competitive salary.

**Application Procedure:**

To be considered for this position, please fill out the online application on our website [www.AgScienceCenter.org](http://www.AgScienceCenter.org) on our "Careers" page and submit a resume to [Admin@agsciencecenter.org](mailto:Admin@agsciencecenter.org).

The successful applicant will be required to pass a routine background, fingerprinting, consumer credit check and drug screening.

### **Mobile Lab and Curriculum Coordinator Salary and Work Year Details:**

- \$20 per hour, 30-40 hours per week. No paid health benefits-but optional enrollment in the organization's group plan. Vacation and sick time accrued monthly.
- 11 months out of the year (August 1<sup>st</sup> – June 30<sup>th</sup>) Range is dependent on events we have during the year. July may be negotiated or contracted.
- Monday – Friday 8am – 4:30pm (variable depending on site start times but scheduled by MLCC)  
When not scheduled at a school site, Coordinator would be expected to split time maintaining AIM (checking supplies, organizing) and working in the NASC Office (answering emails/inquiries, assisting with scheduling and evaluations, developing new curriculum, etc.). There are some Saturday engagements.
- This position is not an ideal commuter position. Our mobile classroom visits every 7<sup>th</sup>/8<sup>th</sup> grade site in Stanislaus County. Site visits are scheduled by the MLCC but site start times vary by site and district. Candidates should reside in or plan to reside in Stanislaus County within the next 2 months.