



Staten Island Zoological Society, Inc.
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Professional Development and Urban Advantage Coordinator

Dedicated to its founding mission in 1936 as an education institution, the Staten Island Zoological Society remains at the forefront of weaving effective education programs into its cultural role as a place of adventure, discovery, and fun for all age groups. The Education Department develops high-quality educational programs based on current curricula and standards, including the Next Generation Science Standards, New York State Science Learning Standards, and the Common Core Standards, serving youth ages Pre-K through adult. As New York's "Biggest Little Zoo", the Staten Island Zoo showcases more than 850 animals nestled in a beautiful 8-acre park, reflecting more than 230 species of animals. An AZA accredited institution since 1988, the Zoo remains a leader in wildlife conservation, maintaining more than 70 endangered or threatened species and participating in the 42 SPPs and education to highlight the plight of vanishing wildlife throughout the world.

The Professional Development Coordinator acts as one of two Staten Island Zoo partners in the Urban Advantage science initiative who work together to coordinate the design, development, and implementation of all aspects of the program. This individual should have experience in informal or formal education and be able to adapt to different teaching environments. The PD Coordinator must be organized with excellent communication and time management skills.

Full time, 35 hour a week position **including one weekend day**

Description of Duties:

- Schedule, develop, prepare materials for, and deliver multi-day professional development courses for New York City science teachers, administrators, and parent coordinators both in person and virtually
- Develop and maintain Moodle online workspace for courses
- Create evaluations for professional development courses using Qualtrics
- Maintain schedule of SIZ events on shared UA program-wide calendar
- Collaborate with additional UA partner institutions to design and facilitate UA events such as new teacher orientation, school year kickoffs, administrator breakfasts and the city-wide science EXPO
- Maintain knowledge of federal, state, and city education standards, including NGSS, NYSSLS, and current NYC public school curriculum in order to align with professional development course goals
- Attend professional development sessions and meetings at other institutions throughout New York City and via Zoom, including monthly partner meetings and family engagement meetings
- Participate in working groups to improve UA processes such as digital tools, accessibility, and city-wide science EXPO design and planning
- Oversee, collaborate, and allocate duties to Lead Teachers in the Urban Advantage program
- Schedule and conduct school visits both inside and outside of school hours, including at least 15 family science events and individual teacher support visits per year; this includes some evening and weekend activities
- Develop, purchase materials for, coordinate volunteers for, and oversee the annual UA Family Science Day event
- Maintain communication with program participants and institutional partners
- Track usage of Urban Advantage vouchers used at the Staten Island Zoo
- Create and maintain a catalog of activities and materials to increase access to SIZ for parent coordinators and families

- Maintain a budget, expense sheet, and track receipts for all materials purchased for the Urban Advantage program
- Build and maintain relationships with community partners to share resources and support course curriculum goals
- Deliver in-person and virtual education programs to school groups, scout groups, and the general public both on and off site
- Assist with the Zoo's annual Spooktacular event
- Additional tasks as needed in support of the Education Department
- Willingness to occasionally adjust hours based on the needs of the Urban Advantage program

Education and Experience:

- Bachelor's Degree in education, biology, environmental education or a related field; Additional graduate work in the field of education or biology a plus
- Teaching experience (formal or informal), particularly with adult learners
- Knowledge and practice with the NGSS and NYS science standards
- Experience with animal handling, particular tractable ambassador animals preferred but will train

Skills:

- Ability to multi-task and prioritize multiple projects; time management skills and flexibility a must
- Strong computer and data management skills, including Google Suite
- Strong public speaking skills and the ability to disseminate information to groups of all sizes and abilities
- Ability to work well with a diverse group of staff and volunteers
- Ability to work productively in a semi-structured environment with frequent interruptions

Additional Qualifications:

- Successful completion of a background check
- Ability to work outdoors under various weather conditions
- Valid state driver's license preferred
- Ability to occasionally lift and/or move objects up to 30 pounds
- Negative TB test
- Covid-19 Vaccination

Reports to: Director of Education

Annual Salary: \$52,000 - \$58,000; Position includes health benefits, 401k, paid vacation, sick time, and pension

Option to work one day a week from home.

Please submit a resume and cover letter to:

Jessica Hartmann

Director of Education, Staten Island Zoo

jhartmann@statenilandzoo.org

ONLY QUALIFIED APPLICANTS WILL BE CONTACTED

THE STATEN ISLAND ZOO IS AN EQUAL OPPORTUNITY EMPLOYER