



Job Posting: K-12 Education Specialist

Job Title: K-12 Education Specialist
Reports To: Vice President of Education and Interpretation

The National WWI Museum and Memorial is America's leading institution dedicated to remembering, interpreting, and understanding the Great War and its enduring impact on the global community. We hold the most comprehensive collection of WWI objects and documents in the world and are the second-oldest public museum dedicated to preserving the objects, history, and experiences of the Great War.

Job Summary: The K-12 Education Specialist is a key position within the Museum and Memorial's Global Education Initiative. They are responsible for the healthy maintenance and growth of the Museum and Memorial's programs, outreach and materials for teachers and school-aged learners. The specialist will work inter and cross-departmentally to develop, implement and evaluate professional development for educators, school-aged learning resources and onsite school field trips. They will also provide administration for the Teacher Advisory Council. The position requires both detail-oriented writing/editing and engaging in-person communications to both small and large groups.

The position will work within and across departments to support innovative onsite and online learning opportunities that enliven the Museum and Memorial's mission. The incumbent is expected to embrace the National WW I Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

This is a full-time, salaried, exempt position requiring flexibility in the work schedule including some evenings, weekends and occasional travel.

Responsibilities:

- Collaborate to produce engaging onsite, online and on-demand learning opportunities and materials.
- Support, create, update and evaluate successful K-12 learning material across age groups and subjects on a regular schedule.
- Plan, implement and monitor training, including both small and large-scale events.
- Stay updated on regional and national educational trends (and standards); create connections between K-12 students, teachers and the Museum and Memorial's projects, programs and galleries.
- Collaborate across departments to expand the reach of the Museum and Memorial's school and teacher programs regionally, nationally and internationally – including sustaining and cultivating schools-related partnerships.
- Serve as the main contact for K-12 teacher programs and contribute to positive learning experiences and community engagements both onsite and online.
- Develop components of marketing, administrative and interpretive materials as needed for projects across the institution.
- Actively contribute to the fields of social studies and museum education by participating in research, representing the institution at conferences, and potentially publishing work.
- Perform other duties as assigned.

Education and Experience:

- Bachelor's Degree required. Master's Degree (in associated field) with 5- 7 years professional experience preferred.
- Strongly prefer candidates with classroom teaching experience.



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- Knowledge of and experience with object and primary source learning. Familiarity with museum pedagogy is preferred.
- Ability to effectively work with individuals and groups of various age audiences and education levels.
- Demonstrated ability to write for differentiated learning.
- Experience in multi-media projects is desirable.
- Proven problem-solving skills and the ability to handle learning environments with calmness and humor.

Work Environment: *This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, point of sale computer equipment.*

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position can fluctuate between a sedentary role, or is very active one that requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing or balancing many times throughout the day. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.*

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions and are subject to change without notice.

The National World War I Museum and Memorial is an equal opportunity employer.

The National WWI Museum and Memorial is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The Museum and Memorial strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, sexual orientation, familial status, marital status, or any other characteristic protected under applicable federal, state, or local law. All Museum and Memorial employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment. The Museum and Memorial complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Missouri Human Rights Act (MHRA), and all applicable state and local laws. Consistent with those requirements, the Museum and Memorial will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the Human Resources department. The Museum and Memorial will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.



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Salary and Benefits: The National WWI Museum and Memorial offers a competitive salary with an excellent benefit package, including: pre-tax/Roth 401(k) matching programs; museum contribution plan; health, dental, vision, life with AD&D, and short- and long-term disability insurance, Section 125 flexible benefits; paid holidays, paid time off leave.

Application Instructions and/or Questions:

Please send your resume, salary requirements and cover letter to:

Human Resources

National WWI Museum and Memorial

2 Memorial Drive

Kansas City, MO 64108

Email: human-resources@theworldwar.org

NO PHONE CALLS PLEASE.

Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information. Employment is contingent upon background and reference checks that the Museum and Memorial determines is acceptable.