



Position Announcement

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| Position: | Parks as Classrooms Project Coordinator |
| Location: | Pi Beta Phi Elementary School, Great Smoky Mountains National Park 125 Cherokee Orchard Road Gatlinburg, TN 37738 |
| Duty Station: | Primarily housed at Pi Beta Phi Elementary School with some time at an office in Great Smoky Mountains National Park |
| Salary Range: | \$28,000 to \$32,000 for 11-month position (July off). Includes medical and retirement benefits. Work week is Monday-Friday with a 40-hour week. Time off is given for school holidays and one day sick leave per month is accrued. |
| FLSA Status: | Contract Position |
| Job Statement: | Serves as coordinator for the Parks as Classrooms program at Pi Beta Phi Elementary School that is coordinated with Great Smoky Mountains National Park. The coordinator ensures that the project mission statement and goals are implemented and provides essential liaison functions between Pi Beta Phi Elementary School and the National Park Service. The purpose of the position is to develop, implement, and evaluate a planned curriculum. |
| Duties: | Using traditional educational practices, researches topics and develops curriculum for educational programs that are used to educate children as to the cultural and natural resources of the Park. Serves as a liaison between the school and staff of the Park and ensures effective development and implementation of the planned curriculum. Shares curriculum and programs with other schools, communities, and parks. Develops and conducts briefings on new programs for teachers, volunteers and park staff. Develops a plan for the comprehensive and on-going evaluation of the curriculum. Ensures that curriculum materials are prepared for publication in print and electronic format. Pursues all relevant sources of financial support to ensure the continuation and effectiveness of the program. Develops and maintains formal and informal communication networks to facilitate productive cooperative partnerships throughout the surrounding communities. Publicizes the various programs. |
| Minimum Training & Experience: | Bachelors in elementary education, environmental education or equivalent education and experience. |
| Supervisor: | Glenn Bogart, Principal, Pi Beta Phi Elementary Karen Ballentine, Education Branch Chief, Great Smoky Mountains National Park |
| Application Deadline: | Received by August 28, 2009 |
| To Apply: | Send a resume, college transcript, and the name, address, and telephone number of the current or last supervisor. Provide a narrative statement that outlines experience or education related to the following skills. (Narrative should be no more than one page per item.) <ol style="list-style-type: none"> 1. Ability to apply a practical understanding of child development, educational theory, standards-based concepts and principles, program evaluation, classroom management strategies (discipline) and practices to work tasks in indoor and outdoor settings. 2. General knowledge of the natural and cultural resources of the southern Appalachian region and the ability to make resource information relevant to children. 3. Demonstrated ability to work independently to plan and coordinate educational programs and operations through partnerships with other organizations or agencies. 4. Demonstrated ability to write a curriculum for elementary age children, grant proposals, and other forms of written documents at a professional level appropriate to the position. Ability to work with various computer applications and technological tools. 5. Demonstrated ability to speak before large or small groups and make oral presentations to professional organizations, public groups and individuals. |
| Hire Date: | September 21, 2009 |
| For Info and Inquiries: | www.pbp.sevier.org Click on "Programs" & then "Parks as Classrooms" E-mail GRSM_Smokies_Information@nps.gov |
| Mail Application Materials to: | National Park Service Resource Education Division Atten: Karen Ballentine 107 Park Headquarters Road Gatlinburg, TN 37738 |