



Job Description

Title: Education Assistant

Salaried Position

Department: Education

Reports To: Education Director

PURPOSE OF POSITION

The Education Assistant oversees classes, youth and adult education programming, and works with the education calendar. This position is responsible for leading volunteers and students while incorporating the MHT mission, vision, values, and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Achieve the strategic and annual goals developed in consultation with the Education Director.
- Communicate and collaborate effectively with the Education Director, staff, volunteers, and stakeholders.
- Build and maintain relationships with Education Director, volunteers, school personnel, and the Greater Paducah community.
- Raise awareness of MHT through networking, community presentations, and attendance at community functions.
- Design Innovative children and adult programs, classes, and workshops.
- Support and protect the MHT brand.
- Develop and inspire ongoing innovation, support, and leadership.
- Follow policies and procedures designed to ensure safety for children attending any educational activities. Ensure that all applicable state and federal guidelines are followed.
- Report as required.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Education in Theatre for Youth or Creative Drama
- Two years of successful teaching/training experience required.
- Proficient use of Microsoft Office or Apple products required.
- Excellent persuasive written and oral communication skills

- Proven ability to understand and work within budgets
- Strong organizational, problem solving and conflict resolution skills.
- Ability to lead and develop others.
- Ability to write and create curriculum for pre-school and early elementary classes.
- Improvisational skills to lead a team of youth participants.

PHYSICAL DEMANDS & ENVIRONMENTAL ADAPTABILITY

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to sit or stand for extended periods.
- Work involves walking and running, talking and hearing to exchange information, and using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.
- Capable of pushing, pulling, lifting, and/or carrying up to 50 pounds.
- Noise level in work environment is generally to moderate to loud.