

Aerospace Center for Excellence

JOB DESCRIPTION

Position: Education Director

Reports to: Executive Director for ACE

Basic Functions: The Education Director is responsible for overall program development, administration, and supervision of all education programs at the Aerospace Center for Excellence (ACE) including the SKYLAB Innovation Center and deliver meaningful experiences for all audiences with the purpose of advancing the mission to “*Engage, Educate, and Accelerate the next generation of Aerospace Professionals.*”

Primary Objectives:

1. Develop and deliver educational programs that continuously elevate ACE’s standing as a provider of meaningful aerospace educational experiences.
2. Administer high quality educational programs that increase the support of participants, community educators, community partners and the aerospace community.

Administrative Duties and Responsibilities:

1. Program Development and Supervision:
 - a. Lead the Education Department in the development, implementation, and evaluation of education programs for diverse audiences which fit within and promote ACE’s mission.
 - b. Develop and supervise all educational programs using the SKYLAB Innovation Center.
 - c. Train and supervise education staff and educational interns.
 - d. Oversee program content and ensure its educational and curricular connections to state and federal K-12 standards.
 - e. Stay up to date with current trends in aerospace education and continuing education requirements.
 - f. Work with Museum personnel to insure Museum exhibits provide educational value.
 - g. Develop and oversee departmental budget and monitor expenses.
 - h. Develop and implement program evaluation tools to measure and interpret outcomes, program goals, and objectives.
2. Community and School Relationship Development:
 - a. Communicate and collaborate effectively with pertinent formal and informal educators, community partners and the aviation community who can positively impact the development and delivery of and participation in ACE programs.
 - b. Demonstrate advocacy of programs through speaking engagements to schools, school boards, businesses and civic groups.
 - c. Expand the reach of ACE by cultivating strategic partnerships with the educational and nonprofit community.

General Duties and Responsibilities:

1. Immediate responsibility for the following existing educational programs:
 - a. Classroom to the Sky

- b. Aerospace Discovery Day
- c. Aerospace Exploration (8th Grade Invasion)
- d. CFAA Open House
- e. STEMtastic Summer Camp
- f. Destination Aviation Summer Camp
- g. Freshman Orientation
- h. ACE/SKYLAB Student Tours
- i. Fly-In Student Tour Program
- j. STEAM Outreach
- k. Higher Orbits

2. Input into grant-writing by presenting concepts to Development Department.

Qualifications:

- 1. Preferred experience:
 - a. STEM, Science or math background
 - b. Five years as classroom teacher
 - c. Experience with education program development
 - d. BS or BA minimum (MS preferred)
 - e. Florida Teaching Certificate
- 2. Experience in adult and youth education.
- 3. Superficial knowledge of aviation and aerospace worlds.
- 4. Administration knowledge of budgeting, staff management, reporting and more.
- 5. Ability to speak effectively in front of diverse groups.
- 6. Strong computer skills.

Principal Contacts: On a regular basis, this position has internal contact with all ACE and SUN ‘n FUN staff members, volunteers, media, professional organizations, schools and general public.

Employee: _____ **Date:** _____

Approved by: _____ **Date:** _____