

JOB DESCRIPTION

_____ PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL

1824 Planetarium Manager

Page 1 of 5

REVISED

JOB TITLE: PLANETARIUM MANAGER

REPORTS TO: Assistant Superintendent – Unit III

NATURE AND SCOPE OF JOB:

Daily and timely operation of the P.A.N.T.H.E.R. Academy Planetarium, including but not limited to, educational and public programs, management within the planetarium and all technical operations within the facility as well as serving as planetarium spokesperson.

QUALIFICATIONS:

The Planetarium Manager shall:

1. Hold a Bachelor's Degree from an accredited college or university.
2. Have five (5) years of previous experience in planetarium supervision and management along with a working knowledge of astronomy.
3. Have ten (10) years of overall experience in astronomy and space education.
4. Have a minimum of five (5) years of overall experience in teaching college level astronomy.
5. Have one (1) year experience in operating a Zeiss Planetarium instrument, including planetarium automation software and control equipment.
6. Have operational understanding of multimedia projection systems, digital sound recording techniques and multimedia graphics as well as experience using Microsoft Windows and Windows XP Operating Systems.
7. Have good written and communications skills for presenting "live" planetarium presentations and developing planetarium program content.
8. Have operational understanding of multimedia projection systems, digital sound recording techniques.
9. Hold and maintain a valid driver's license with no serious violations.

JOB DESCRIPTION

_____ PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL

1824 Planetarium Manager

Page 2 of 5

10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with N.J.S.A. 18A:67.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 V.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District Application and resume.
2. A minimum of three letters of reference from former employers, teachers or other professional sources.
3. Official College Transcripts.
4. Employment interview.

JOB DESCRIPTION

_____ PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL

1824 Planetarium Manager

Page 3 of 5

EMPLOYMENT TERMS:

The Planetarium Manager shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as specified in the Collective Bargaining Agreement.
3. Conditions established by Laws and Codes of the State, and the Policies, Rules, and Regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Planetarium Manager shall:

1. Create and develop interactive and automated planetarium programs for elementary and secondary school students.
2. Create and develop automated planetarium programs for public presentations.
3. Integrate planetarium programs into the curriculum at Panther Academy.
4. Establish a planetarium website for the dissemination of astronomical information, program schedules and major events.
5. Recommend multi-media equipment to support sky show presentations which utilize multiple projectors for computerized astronomical and astrophysical events, full-color laser effects, seamless video, 3D animation and wide angle movies – all coordinated and controlled with automated sound and lighting systems.
6. Give promotional lectures to civic organizations.
7. Promote the planetarium activities through television, radio and newspaper interviews.
8. Create and coordinate planetarium exhibits with NASA and major corporations.
9. Establish an apprentice program for students interested in pursuing careers in aeronautics and space sciences.
10. Develop workshops for teachers with innovative and effective ways of integrating technology, the planetarium resources and astronomical themes into instructional programs.
11. Obtain and administer grants from private foundations, federal government, and private corporations or institutions.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL

1824 Planetarium Manager

Page 4 of 5

12. Work with vendors for the implementation of technology in planetarium and related astronomical facilities.
13. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
14. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
15. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
16. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
17. Perform any duties that are within the scope of employment and certifications, as assigned by the Director and not otherwise prohibited by law or regulation.
18. Enter requisitions needed for the Planetarium.
19. The Planetarium Manager will develop Standard Operating Procedures for the Planetarium.
20. The Planetarium Manager will contact the Purchasing Department to obtain a list of vendors for the Planetarium.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

JOB DESCRIPTION

_____ PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL

1824 Planetarium Manager

Page 5 of 5

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Director of Science shall evaluate the Planetarium Manager in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Approved

Date