



PLANETARIUM INSTRUCTOR

General Responsibilities

Under the direction of the school principal or designee, the position provides instruction in the field of math or science and facilitates the operation of the school planetarium. The role is responsible for delivering high-quality instruction aligned to curriculum standards while integrating real-world, inquiry-based learning experiences. In addition to core teaching duties, the teacher oversees planetarium operations, including planning and presenting shows, maintaining equipment, and coordinating learning opportunities that enhance students' understanding of astronomy. This role supports both classroom learning and schoolwide enrichment through engaging, accurate, and age-appropriate planetarium programming.

Essential Tasks

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Content Teacher

- Plan and deliver lessons to students and support instructional needs of the school as directed by the principal or principal designee.
- Focus collaboration on unpacking the standards and using student work and data to develop instructional strategies for student learning.
- Create a classroom environment that provides for student involvement in the learning process and enable each student to achieve learning objectives.
- Provide an instructional program to meet the needs of all students.
- Prepare for classes assigned and show written evidence of preparation upon request of immediate superior.
- Establish learning objectives consistent with appraisal of student needs, requirements of VBCPS curriculum framework and knowledge of human growth and development.
- Plan for and utilize instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives.
- Take all necessary and safety precautions to protect students, equipment, materials, and facilities.
- Maintain accurate and complete records as required by law, VBCPS policy and administrative regulation.
- Assist the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
- Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Establish relationships with colleagues, students, parents, and community which reflect recognition of and respect for every individual.
- Appraise his/her own effectiveness and demonstrate successful application of skills and information acquired to increase effectiveness. Strive to maintain and improve professional competence.
- Participate in school management and share responsibility for the total school program.

Planetarium

- Facilitate all Planetarium activities with an emphasis on the development and delivery of high quality and accurate astronomical instruction that supports the school division's strategic plan and learning objectives.
- Collaborate with teachers, specialists, and science coordinators to enhance and improve Planetarium experience for students.
- Coordinate class and group reservations, generate confirmations, and facilitate the arrival and departure of all field trips to the Planetarium including the submission of facility use forms.
- Maintain familiarity with current events and develop further knowledge in the areas of astronomy and space exploration past, present, and future in order to interact and respond to inquiries from Planetarium visitors.
- Respond to inquiries about the Planetarium and Astronomy topics from teachers, students, parents, and the community at large.



- Maintain accurate management of the budget and facility usage for the Planetarium and receipt and deposit Planetarium revenue within the budgetary guidelines. Communicate and follow all policies with approval from principal or principal designee.
- Monitor, calibrate, and troubleshoot all Planetarium mechanical, optical, and electronic projection equipment, telescopes, audio/sound systems, and computers to maintain optimal performance.
- Operate all Planetarium equipment and software as designed. Program software as needed to produce and deliver simulations that address learning objectives and teacher requests.
- Maintain and update Planetarium website, calendar of events and records as needed.
- Manage social media to promote Planetarium, Space, and Astronomy related information.
- Periodically attend professional development events, conferences, and training as needed.
- Manage and mentor the activities of work-study students and volunteers.
- Participate in office and departmental meetings, work groups, and projects.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of VBCPS curriculum and techniques for integrating curriculum, VBCPS policies and effective instructional practices; thorough understanding of the teaching and learning process; ability to provide instruction that reflects multiple perspectives and multicultural education; ability to infuse technology into curriculum; ability to work effectively with administrators, colleagues, central office, school-based staff, students, parents and community; excellent oral and written communication and human relations skills.

Must have the ability to troubleshoot electronic circuits and hardware; program and operate the projection system and all related software, including ATM automation and the Starry Night dome system; and communicate effectively with teachers, administrators, staff across the school division, and the general public. Experience with sound and image modification software is beneficial.

EDUCATION AND EXPERIENCE

Required: Bachelor's Degree from an accredited college or university. Must have or be eligible for a teacher license from the Virginia Department of Education.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license.
- Regular and reliable attendance is an essential function of this position.