



DIRECTOR OF EDUCATION

The Organization: The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Position Summary: Reporting directly to the Vice President for Education and Programming, the Director of Education will be responsible for overseeing the design, implementation, and promotion of original education resources in a variety of formats for diverse audiences, including students, educators, school administration, and the general public. In addition, the Director of Education will actively participate in programs related to the institution and to education (such as the *Georgia History Festival*) and other GHS initiatives including working with market research firms and other outsourced consultants.

Responsibilities include (Incumbent may perform other duties as assigned):

Percentage of Role – 30%:

- Manages and ensures the timely and accurate production of educational resources aligned to state education standards for students and teachers. Working with others, devise and draft resources on various historical topics aligned to K-12 Georgia Standards of Excellence. Responsible for capturing and reporting on statistics and other evaluation metrics. The Director will work with others on data collection, analysis, and interpretation that will inform iterative programmatic improvements.

Percentage of Role – 25%:

- Develops and delivers professional learning programs in-person and online for educators and professional audiences. Oversee the implementation of a phased statewide expansion of GHS's train-the-trainer history education model to become the go-to source for Georgia and American history education.

Percentage of Role – 25%:

- Oversees the coordination and delivery of K-12 programs related to various GHS programs including the *Georgia History Festival*, the Business History Initiative, and Recognizing an Imperfect Past: A History and Race Initiative.

Percentage of Role – 10%:

- Manages and conducts outreach to K-12 teachers, administrators, and educational personnel, including development of a monthly newsletter, authoring, and contributing to written pieces for GHS online and print publications, and attendance at professional conferences and other educator-focused events as appropriate.

Percentage of Role – 10%:

- Leads collaboration with other state and national educational organizations in keeping with established organizational goals and priorities. Establishes and supports connections with schools,

school districts, and Regional State Education Agencies. Represents GHS through publications, speaking engagements, and conferences in keeping with established organizational goals and priorities. Supports general public programming and publications. Assists with special events as directed. Supports development of grant proposals supporting K-12 programs. Manages the creation and delivery of field trips and in-school programs for students, including the coordination of program logistics and staffing, as well as all communications with trip leaders.

Supervisory responsibilities: Supervises GHS education staff including the full time Education and Outreach Specialist, project consultants, and interns.

Qualifications:

Position requires adaptability and emotional maturity and intelligence in a demanding and fast-paced environment and an employment history that reflects tenure and stability. Comfort working selflessly behind the scenes for the good of the institution.

Knowledge, skills, and abilities:

- Knowledge of current trends in social studies education, digital education, and educator professional development.
- Knowledge of curricular creation, educational models, instruction, and outreach to diverse sets of stakeholders.
- Knowledge of historical research processes including conducting research in a historical archive.
- Knowledge of inquiry-based classroom teaching strategies utilizing primary source materials.
- Skill in technical and creative writing.
- Ability to work with a variety of stakeholders in the K-12 community including students, teachers, principals, district coordinators, etc.
- Demonstrated ability to develop standards-based educational materials for a variety of audiences.
- Ability to effectively communicate orally and in writing.
- Ability to work to meet deadlines and handle multiple priorities.
- Ability to work creatively, collaboratively, and effectively both as a team member and independently and to promote teamwork among colleagues.
- Ability to work with a diverse set of stakeholders.
- Ability to develop feedback and evaluation tools and assess data sets.
- Ability to travel occasionally to all parts of Georgia.

Preferred Knowledge, skills, and abilities:

- Prior experience with museum education or other informal educational programs is strongly preferred.
- Knowledge of synchronous learning software (such as Zoom or Adobe Connect).
- Knowledge of coursework generation or building courses via a learning management system (such as Google Classroom, Articulate, Blackboard).
- Skill in video and/or sound editing.
- Skill with web content creation (WordPress experience a plus).
- Ability to deliver instruction online and in virtual settings.

Education:

Bachelor's degree in history or education is required. Master's degree is preferred.

Experience Required:

Ten years' experience preparing and delivering educational materials, programs, and/or presentations required. Experience working with Georgia Standards of Excellence preferred. Formal classroom experience is required. Experience delivering professional development activities to educators is preferred. State teacher certification is preferred. Managerial experience preferred.

Physical Requirements:

Must have the ability to sit for extended periods, stand and walk occasionally, reach with hands and arms, and lift/carry objects up to 25 pounds occasionally. Must be able to ascend and descend stairs. Must use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply:

Send cover letter, resume, and confidential salary requirements to:

Director of Education

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please