

POSITION GUIDE

Job Location:

WMHT-TV

4 Global View

Troy NY 12180

POSITION:

Title: Education Specialist

Department: Community Engagement & Education

Type: Full-Time Contract to December 31, 2023

Reports To: Director of Community Engagement & Education

BROAD FUNCTION: At WMHT, we provide multi-platform educational content and community engagement that empowers people to be informed and active members of our community. We strive to create a workplace culture that values diversity of perspective and lived experience. We provide a place where people are supported to do their best work.

WMHT seeks an Education Specialist to write lesson plans based on public media content for grades K-12 and lead professional development and training workshops on the use of these educational resources for teachers in our viewing area and beyond. The Education Specialist will work with the Director of Community Engagement & Education to increase awareness of WMHT's educational resources throughout the region so as to expand the impact of our work.

The Education Specialist will provide administrative support to WMHT's Community Engagement and Education Department for all organization funded and station education initiatives, manage WMHT's PBS LearningMedia presence and provide assistance with virtual, in-studio, and community education events (including promotion coordination).

This position is public facing. The Education Specialist leads activities at WMHT and on site at regional schools. The successful candidate will have a passion for education and service to the community through their work.

SPECIFIC OPERATIONAL RESPONSIBILITIES:

- Identify content for inclusion on the PBS LearningMedia platform
- Write lesson plans that meet NYS education standards to coincide with PBS LearningMedia assets
- Promote and increase WMHT's presence on PBS Learning Media and facilitate its use in the community
- Develop and lead professional development and training workshops for educators at area schools

- Cultivate relationships with local educators, administrators, and students including PreK-12 schools, BOCES, and other educational institutions
- Maintain working knowledge of the public media system, attend training sessions as assigned
- Adhere to integrity standards set by the company

REQUIREMENTS:

- NYS teaching certification (valid certification at the time of application is required) and knowledge of New York State Educational Standards
- Minimum 2 years of classroom teaching experience
- Knowledge of current educational technology practices and digital education resources
- Experience planning and delivering professional development for educators, preferred
- Excellent writing and verbal communications skills
- Commitment to the mission and goals of public broadcasting
- Detail-oriented with strong organizational skills, follow-through capabilities, and personal accountability for performance
- Ability to maintain a flexible schedule, including occasional evenings and weekends
- Ability to work cooperatively with people at all levels in the organization and with a wide variety of people in the community
- Must be able to travel between worksites; excluding normal commute, work-related travel will be reimbursed at the Federal Standard Mileage Rate

Salary Range is \$50,000 - \$55,000 per year. This is a contract position that ends December 31, 2023, and does not include benefits. Projected 37.5 hours per week.

Primary series COVID vaccine required. Request for accommodations due to medical or religious reasons may be submitted.

To apply, please email a cover letter and resume to vbelden@wmht.org or mail to:
Valerie Belden WMHT 4 Global View Troy, NY 12180

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.