

August 3, 2018



## **Open Position** **STEAM Instructional Assistant**

362 N. Martin Luther King Blvd.  
Lexington, KY 40508  
859-252-5222 or 255-2284  
[www.LASCLEX.org](http://www.LASCLEX.org)

### **Position Summaries**

The Living Arts & Science Center (Lexington, KY) is seeking a part-time classroom assistant to help coordinate a new after-school art and science activity program serving students at Lexington Traditional Magnet School. The afterschool program, funded by a 21<sup>st</sup> Century Grant, will take place four days per week at the Living Arts & Science Center and will include classes for 6<sup>th</sup> – 8<sup>th</sup> grade students in a variety of arts and science disciplines, as well as exhibits or showings of their work, and family night celebrations to engage parents and caregivers with their students' learning.

The **STEAM Instructional Assistant** will assist the teaching artists or scientists in preparation for their classes and assist teachers and students during the classroom instruction. They will also assist the Program Coordinator with preparing for student exhibitions and program events such as Family Nights. The position will start in late August and conclude in late April, 2019. If interested, there will be an opportunity to continue with this position in following years as well.

Additionally, the LASC presents hundreds of classes, field trips and outreach programs throughout the year and is frequently looking for educators for other programs. The successful candidate may also have additional opportunities to support other programs, if interested.

### **Time Requirements**

**STEAM Instructional Assistant** - This position will be for approximately 34 weeks, an average of 10 to 15 hours per week. Flexibility of some hours is possible, however, this position will serve as a classroom assistant on Monday through Thursdays, 4:00 – 6:15 PM on teaching weeks.

**Pay Rate: \$15 per hour.**

### **RESPONSIBILITIES**

**The STEAM Instructional Assistant will assist with all aspects of the after-school program at LTMS to include:**

- Work with STEAM Program Coordinator to prepare for academic year after-school program;
- Assist with preparing materials and supplies for classes;
- Assisting with communicating and confirming with teachers and guest artists and scientists;
- Assist program teachers and students during program class time;
- Assist with communicating with school, parents or teachers as needed;
- Possible supervision of high school or college intern or volunteer;
- Assist with class documentation of enrollment and other data collection;

- Other duties as assigned by Program Coordinator, teachers or Executive Director.

### **Preferred Qualifications:**

- A degree in Arts Administration, Art Education, or STEM Education programs. (A College Senior would be considered with prior relevant teaching experience.)
- A minimum of two years of related experience in teaching art or science in formal and informal settings.
- Experience with supervising interns or volunteers;
- Enthusiasm for and experience with serving diverse communities as well as at-risk, underserved and special needs children and adults;
- Demonstrable oral and written communication skills;
- Collaborative experience with artists and/or scientists;
- An appreciation and understanding of connections between the arts and sciences;
- Excellent computer skills including use of Microsoft Office (Word, Excel, Outlook), Adobe programs and ability to learn database and on-line registration programs;
- A positive attitude, collaborative spirit, creative approach, reliability, problem solving skills, a sense of fun and a strong work ethic are most desirable;
- Experience working in a non-profit and community based environment, and/or in non-traditional education.

### **Physical Demands**

This position will require climbing stairs, walking and standing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, and lifting and carrying up to 30 pounds unassisted.

### **The Living Arts & Science Center**

The Living Arts & Science Center is an award-winning, lively and growing non-profit organization that is currently celebrating our 50<sup>th</sup> anniversary. A large expansion and renovation of our facility was completed two years ago and includes eight classrooms, a Digital Media Lab, a Clay Studio, a Teaching Kitchen, Lexington's only Planetarium, three art galleries, an interactive Discovery Gallery, outdoor educational gardens, a Children's Art Gallery, and more. The Living Arts & Science Center is committed to ensuring opportunity and access to all and provides numerous arts and science programs in public schools and works with social service agencies and community centers to provide arts and science programs for at-risk, special needs and underserved children and adults. A large scholarship program also provides free and reduced cost classes for hundreds of students with financial need. **Each year, the LASC presents a wide range of programs and events including:**

- Over 300 classes and workshops for pre-school students to adults;
- 11 – 13 annual art exhibitions in three art galleries and a children's art gallery;
- A new interactive Discovery exhibition of STEAM concepts;
- Interactive art and science field trip and outreach programs for 12,000+ Kentucky students;
- Monthly programs such as Discovery Night with guest artists and scientists and Discovery Saturdays with unique activities and planetarium shows;
- Free art and science after-school programs for eleven Title I schools;

- Free programs for social service agencies;
- Annual interactive community events such as Family Fun Day and Day of the Dead Festival

**To Apply:**

Review of the applications will begin upon receipt. Position will remain open until filled. Submit a cover letter that addresses interest and qualifications for the position, a resume, and three professional references. **ONLY RESUMES ACCOMPANIED BY A COVER LETTER AND REFERENCES WILL BE CONSIDERED.**

**To apply, mail or email requested materials to:**

STEAM Instructional Assistant  
Living Arts & Science Center  
362 N. Martin Luther King Blvd.  
Lexington, KY 40508

Or Email: [HLyons@LASCLEX.org](mailto:HLyons@LASCLEX.org)

**Phone calls will not be accepted.**