

THE PUBLIC SCHOOLS
Montclair, New Jersey

JOB DESCRIPTION

Position Title: Planetarium Technician

- Qualifications:
1. Ability to work on site during the hours required
 2. Demonstrated aptitude or competence for assigned responsibilities
 3. Required criminal background check and proof of U.S. citizenship or legal alien status
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Building Principal

Job Goal: Develop and present programs in the planetarium; develop out-of-district school programs.

Performance Responsibilities:

1. Develop and present programs which explicitly involve use of audio-visual equipment; the Minolta MS-8 projector; the Acer computer; the Orion telescope; 35 mm Kodak slide projectors; special effect projectors; the East Coast control network; the television; sound and video cassette players and other equipment that may become available;
2. Develop and present programs that will involve use of slides, software and reference materials relative to program development;
3. Provide routine maintenance, care and upkeep of equipment and materials;
4. Develop and present in-district space science school programs in accordance with pre-established curriculum guidelines for grades Pre-K through 10. This task requires determining specific program goals and content; confirming script continuity; selecting appropriate teaching materials and the set-up of audio-visual equipment and the immediate preparation of the planetarium site;
5. Develop out-of-district school programs (these may be without restraint of curriculum guidelines);
6. Develop programs for private groups;
7. Develop and present general public programming one Saturday each month;
8. Participate in the planning and presentation of an annual special event, "Astronomy in Montclair", scheduled near the vernal equinox;

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9. Moderate the formation of an Astronomy Club at Glenfield School and monitor the student club newsletter;
10. Author or co-author with planetarium coordinator a newsletter for distribution to the astronomy community of New Jersey and the town of Montclair;
11. Author grant applications;
12. Present seasonal star watches, evenings of celestial viewing (perhaps in conjunction with Montclair Parks and Recreation);
13. Review and provide services which conform to district objectives;
14. Maintain positive relationships with the building administration, parents, other staff and students in the buildings;
15. Assume other related responsibilities and duties within the context of the above performance responsibilities.

Terms of

Employment: 10 month, salary and benefits as negotiated by the MEA.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of technicians.

ESTABLISHED:1996, 2008