



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**EDUCATION SPECIALIST**  
(HISTORICAL SERVICES)

PARKS, RECREATION AND TOURISM Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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## GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for researching, developing and presenting tours, lectures and other educational activities. Reports to the Historical Site Curator.

## ESSENTIAL JOB FUNCTIONS

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances such handling admissions and assisting with gift shop purchases. Performs artifact identification.

Researches and interprets historical documents, scholarly historical works, museum artifacts, architecture, decorative arts and historical sites to develop and present hands-on interactive and living history presentations, lectures and special programs, seminars and tours that stimulate visitor learning. Develops educational activities and tours in accordance with the Virginia Standards of Learning (SOL); develops special events to promote the site; develops interpretative program scripts.

Attends meetings to develop and share professional knowledge; assists with training, soliciting and coordinating activities of historic sites docents and tour guides.

Performs other duties as assigned.

## PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## REQUIRED KNOWLEDGE

- Historic Services - Knowledge of the period of history relevant to the site. Knowledge of educational theory and practices.
- Education and Training - Knowledge of the educational techniques, methods, and procedures. Knowledge of modern training philosophies, practices, and techniques. General knowledge of the proper methods and techniques of researching, preparing and disseminating historical information.
- Technology - Knowledge of office equipment and personal computer to include word processing and a variety of presentation media.

## REQUIRED SKILLS

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

### **REQUIRED ABILITIES**

- Communication - Ability to communicate complex and technical ideas and proposals effectively so others will understand to include preparation of reports, schedules, and documentation. Ability to listen and understand information and ideas presented verbally and in writing.
- Judgement/Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Research and Analysis - Ability to analyze, interpret, and apply research findings and recommendations.

### **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in History, Education or related field, or an equivalent combination of education and experience. Teaching certification with experience is preferred.

### **ADDITIONAL REQUIREMENTS**

Acceptable general background check to include a sex offender registry check and a valid driver's license with an acceptable driving record.

### **PHYSICAL REQUIREMENTS**

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds, depth, textures, and visual cues or signals.
- Some tasks require the ability to communicate orally.

## ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, hazardous materials, explosives, firearms, or rude/irate customers.