

JOB TITLE:	#1329 Program Manager, Teacher Education & Curriculum
OPEN TO:	This job is only open to current employees at the Minnesota Historical Society.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$4,396.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	18K Supervisory
HIRING MANAGER:	Head of K-12 Programs & Services
POSTING DATE:	September 23, 2016
DEADLINE DATE:	Application materials must be received by September 30, 2016.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Program Manager, Teacher Education & Curriculum to supervise the development, design, and implementation of teacher professional development programs and instructional materials related to Minnesota and American history. In addition to supervising and developing work plans for the curriculum and teacher education staff, the Program Manager, Teacher Education & Curriculum will also develop partnerships with school districts, educational organizations, and institutions of higher education to develop and deliver programs for K-12 teachers and students. This position will also be responsible for developing strategies for MNHS educational resources and programs to connect to the state's social studies standards, in particular developing and maintaining programs and materials for K-12 teachers.

RESPONSIBILITIES: 1) supervise the design, development, and implementation of teacher professional development programs; 2) supervise the research and development of curricular resources that address state social studies standards for Minnesota and American history; 3) working with the Head of K-12 Programs & Services, oversee the administration of professional development and curriculum development with respect to budgeting, marketing, reporting, and tracking; and 4) actively represent MNHS in K-12 education professional organizations, advisory boards, and community groups in order to keep the Society informed on educational best practices.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus six years teaching history, developing curriculum, or developing history program or equivalent OR an advanced degree plus five years program experience in historical administration or equivalent.
- Knowledge of trends in K-12 social studies education and the role of historical organizations in supporting K-12 instruction.
- Demonstrated leadership in the development of educational programs and curriculum resources in a historical/cultural organization or a K-12 setting.
- Demonstrated ability to facilitate professional development programs on social studies.
- Ability and willingness to travel throughout Minnesota, including overnight trips within the state and region.

DESIRABLE QUALIFICATIONS:

- Strong knowledge of Minnesota and U.S. history.
- Experience supervising staff at a historical, educational, or cultural organization.
- Familiarity with K-12 teaching practices and standards-based education.
- Familiarity with educational standards and the structure of education delivery in Minnesota.

TO APPLY: Submit a letter of interest and resume via email to humanresources@mnhs.org or Minnesota Historical Society, 345 Kellogg Blvd. W., St. Paul, MN 55102-1906, #1329 Program Manager, Teacher Education & Curriculum position. Application materials must be received by the application deadline date in order to be considered. EEO

**Applications will be acknowledged
- No phone calls please -**