



Name:	Department: Kentucky Historical Society
Job Title: Teacher Resources Manager	Class Title: KHS Program Administrator I - KHS
Reports to: Director of Learning	Division: Oral History & Educational Outreach
Organizational Level: Learning Team	Position Number: 31037247
Hire Date:	Position Type: Full-time
Workstation: KY History Center, Frankfort, KY	FLSA: Exempt

Job Summary:

The Teacher Resources Manager will work to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. The position plays an integral part on the Learning Team.

The Teacher Resource Manager will manage programs dedicated to providing high-quality educational programming to educators throughout Kentucky, connect with educators to promote KHS resources, and create Kentucky-focused resource material that educators can easily integrate into classroom instruction. They will work with teachers to provide educational experiences that promote an understanding and appreciation for the use of history to build critical thinking, problem-solving, and participatory skills to become engaged citizens. The Teacher Resources Manager is a team-oriented position that will supervise additional staff, including the National History Day in Kentucky State Coordinator.

Essential Duties and Responsibilities:

Build and maintain mutually beneficial relationships with Kentucky educators:

- Serve as a resource across the state for technical advice and professional development training on educational trends, inquiry skills, and historical themes
- Participate in education conversations and conferences around the state, working with the Kentucky Department of Education, educational cooperatives, relevant university faculty, and other education- and history-focused organizations
- Develop and manage an actionable plan for receiving teacher feedback and integrating that into KHS programming
- Promote and assist in the selection Gilder-Lehrman History Teacher of the Year Award recipient for Kentucky

Manage programs delivered to the educator audience:

- Develop and promote a roster of teacher professional development opportunities throughout the year, including professional development opportunities in districts and schools including on-site, off-site, and virtual opportunities
- Produce an annual conference of social studies educators from across the Commonwealth in collaboration with other social studies education groups
- Oversee the development, implementation, and evaluation of teacher resources.
- Oversee the development, implementation, and evaluation of outreach programs.
- Evaluate K-12 KHS programming for meeting the standards of best practice in Social Studies education and compliance with the Kentucky Academic Standards for Social Studies.



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Administer KHS resources:

- Manage schedules, budgets, logistics, purchasing, and other deliverables
- Supervise Program Coordinators as assigned
- Work with Learning Team staff to effectively utilize KHS' approach to history education: a learner-driven, inquiry-based learning approach.
- Maintain knowledge of education-focused research and trends to evaluate existing KHS programs and determine new opportunities. Advise teammates during the creation of field trip experiences.

Qualifications:

Education – Bachelor's degree in education, history, or related field; Master's degree preferred.

Experience – Three (3) years of professional experience in a museum, school, or other history-related institution, preferably developing and conducting educational programs for school audiences. Minimum one (1) year in a supervisory position.

Communication –Excellent networking and presentation skills. Capacity to speak with diverse groups of people in both formal and informal settings. Ability to build relationships through extraverted communication.

Computer Skills – Basic internet, word processing, database management, spreadsheets, and email competency required.

Work Environment – Ability to organize projects and complete them in a timely manner. Must be able to manage multiple projects from concept to completion. Must be willing to work some evenings and weekends and occasionally travel.

Special Requirements – Working knowledge of principles, initiatives, and standards influencing history education. Must have a valid driver's license.

Organizational Skills – Must have strong organizational and administrative skills and the ability to work collegially with staff across the organization. Must be able to manage a project from concept to completion. Must have the ability to determine strategies to move the organization forward, to set goals, and to create, implement, and evaluate action plans that will achieve those goals.

Working Conditions:

Work Schedule – The position works on a regular Monday-to-Friday schedule, 37.5 hours per week, but must be willing to work some weekends and evenings, and occasionally travel to help support the mission, programs, and special events of the Kentucky Historical Society.

Physical Requirements – Must be able to remain stationary for long periods. Must be able to travel to our three museum sites within a 0.25-mile radius in downtown Frankfort.

Direct Reports:

Position No. 30019707 – KHS Program Coordinator-KHS (NHDKy Program Coordinator)

Position No. 30019709 – Museum Educator I-KHS (Museum Programs Educator)



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Competencies/Behavior Dimensions:

- **Passion for Kentucky history:** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, and stewardship. Possess the ability to communicate this passion to others.
- **Service:** We value our role in serving the public and work to ensure those services are exemplary.
- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS's financial and human resources, and the KHS mission.
- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Be Bold:** Don't be afraid to address.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks and make clear decisions that are timely and in the best interests of the KHS.
- **Display Adaptability:** Demonstrate a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Be Relevant:** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- **Behave Ethically:** Understand ethical behavior and KHS policies and procedures and ensure that our behavior and the behavior of others are consistent with these standards.
- **Be Intentional:** Develop a good, solid results-driven plan. Be diligent about successfully implementing it, continually re-evaluating it, and working to improve it.