

# **Anoka Hennepin Independent School District #11**

## **Position Standard**

### **Observatory Coordinator**

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Maintain and operate Jackson Middle School observatory and Start Lab.

#### **Essential Functions:**

- Conduct seminars on astronomy for teachers, students, and the public.
- Promote opportunities for observatory use in the community and district 11 schools.
- Reports to principal at Jackson Middle School and the Student Services Department.

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Interest in astronomy.
- Good communications, interpersonal skills.
- Ability to effectively interact with students, teachers, and the public.
- Ability to supervise students.
- Flexible 8 hours - day and evening hours required.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

#### **Preferred Qualifications:**

- Bachelor's degree.
- Experience in science, astronomy, or engineering.
- Ability to network within and outside the school district.

#### **Physical Factors includes:**

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision;

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking, far vision.