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Class Specifications for the Class:

SCHOOL MUSEUM COORDINATOR

Distinguishing Characteristics:

This class involves the maintenance and coordination of activities of a school museum as part of a Pacific Heritage and Culture Program. Work activities involve maintenance of museum collections and exhibits, developing local cultural resources, conducting demonstrations, talks and story telling to groups of students on topics related to Hawaiiana, providing information and resources to teachers, maintaining relationships with visitors and members of the community, and maintaining various records. The work is performed under the general supervision of the school principal or other designee.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Conducts demonstrations, talks and story telling in the museum on topics related to Hawaiiana to groups of students; provides information to teachers and visitors; works with teachers in providing materials (books, pamphlets, etc.), suggesting resources, arranging for groups to use the museum, scheduling resources and assisting in other ways; assists students with research and special projects; locates and develops resource people and materials for the museum; works closely with project teachers and assists in providing activities and other services in line with the objectives of the project; works closely with the Bishop Museum, Kamehameha Schools and other agencies which provide services to schools; works with community in planning for related programs for residents; contacts various community members for donations of plants, loans of facsimiles and artifacts, and for other contributions made by the community; arranges the museum for special meetings and activities. Clips and mounts newspaper articles, pictures and other materials pertaining to Hawaiiana; maintains files of instructional materials and record of facsimiles, books, films, slides, photographs and other pamphlets; puts up and maintains bulletin boards; processes books, facsimiles, artifacts and other articles for the museum; supervises students to insure orderly, proper and safe behavior when students are in the museum, on special projects (working on lanai or in vicinity of the museum), and on field trips; gathers data on number of people utilizing and visiting museum (students and adults) and keeps a record of this; maintains a record of visitors (names and addresses) to the museum; types materials for museum, e.g. labels for displays, descriptions accompanying displays, stories for children, inventory cards and typing required in processing books,

facsimiles and artifacts; orders supplies and equipment and takes periodic inventory as required; and supervises assigned educational assistants.

Knowledge and Abilities Required:

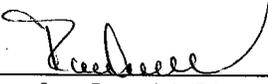
Knowledge of: Hawaiiiana; grammar, spelling and word usage; arithmetic; basic instruction-related techniques; office practices and procedures; community relations.

Ability to: Maintain collections and exhibits of a Hawaiiiana school museum; supervise and assist students assigned to participate in museum activities; conduct demonstrations and talks on Hawaiiiana; maintain work relationships with visitors, teachers and members of the community.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class SCHOOL MUSEUM COORDINATOR by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources