

**PARKS AS CLASSROOMS
PI BETA PHI, PROJECT COORDINATOR
JOB DESCRIPTION**

JOB TITLE: Parks as Classrooms Project Coordinator

GENERAL DESCRIPTION: Serves as coordinator between Pi Beta Phi Elementary, Gatlinburg, TN, and Great Smoky Mountains National Park, Resource Education Division, Parks as Classrooms Branch, Gatlinburg, TN. The coordinator ensures that the Project mission statement and goals are implemented and provides essential liaison functions between Pi Beta Phi Elementary and the National Park Service. Developing, implementing, and evaluating a planned curriculum are vital job functions.

The partnership between the school, serving grades Kindergarten – 6th, and Great Smoky Mountains Park started in 1991 and includes a series of park field trips in each grade level, special projects and stewardship activities. The project empowers and inspires the academic growth of students and parallels the educational goals of both the park and Pi Beta Phi Elementary School.

The management team for this position consists of the Pi Beta Phi Principal and additional school designees, for the park, the Chief of Resource Education, the Lead Tennessee Education Ranger and the Education Branch Coordinator.

JOB QUALIFICATIONS: Optimal Considerations

1. Multiple years of experience working with children in an outdoor setting and in a classroom, prioritizing safety.
2. Bachelor's degree in elementary education, environmental education, or equivalent combination of relevant education and experience.
3. Fluent in the scientific method and competent at educating about natural and cultural history.
4. Familiarity with the ecology and history of the southern Appalachians.
5. Demonstrated competencies in curriculum development, assessment, and program evaluation.
6. Strong writing, communication, organizational, and interpersonal skills.
7. Foundational technology skills, including use of common software suites (Microsoft Office, Adobe Acrobat, etc.). Web author experience desired.
8. Familiarity with and a track record of adherence to student, school, and National Park confidentiality policies.
9. Prior experience in logistical and program management is required.
10. Physical ability to hike multiple miles on rugged trails in the Great Smokies.
11. Ability to work independently (self-directed and self-motivated).
12. Provide references and background check as requested or required.
13. Competent at working with students and families with diverse cultures and language skills.

Desired Qualifications

14. Prior experience in grant writing, training/teaching, and financial management.
15. Ability to plan work and originate new techniques for completing work
16. First aid training and CPR.
17. Competent conversational Spanish skills.

MAJOR JOB RESPONSIBILITIES:

1. **Curriculum Development and Implementation.** The coordinator works with the school and NPS staff to ensure effective development and implementation of the planned curriculum. Using sound educational practices and current research, the coordinator designs and updates curriculum-based educational programs that meet Tennessee State Standards, applicable National Standards, and aligns with park mission goals at every grade level. Curriculum content integrates the natural and cultural resources of the southern Appalachians and addresses critical park-related issues. The coordinator is expected to improve/update the curriculum continuously, incorporating emerging technologies. The coordinator also maintains and enhances the service-learning component of the program, fostering student stewardship of the park and surrounding communities.
2. **Delivery of in-classroom and field trip programs.** The coordinator will pilot test new curriculum with teachers/students and support teachers with the presentation of pre- and post-field trip classroom lessons and rangers with in-park field trip activities. During the summer months, the coordinator will integrate with the NPS staff to deliver programs in the park for local youth.
3. **Program and Student Evaluation with relation to Park Mission and Curriculum Goals.** The coordinator is expected to develop a plan for the comprehensive and ongoing evaluation of the curriculum. The development of pre-test, post-test, and other evaluative materials, along with data analysis, are a component of this job function. This information is to be shared with appropriate stakeholders annually
4. **Coordination of Logistics and Materials.** The coordinator is expected to manage (with school and NPS staff) the related details to ensure the smooth implementation of the planned curriculum. Communicating logistical information with parents, volunteers, students, and other support personnel is expected. The coordinator will manage the inventory and storage of all Project materials/resources to facilitate retrieval and curriculum use. The maintenance of an orderly and comprehensive electronic archive of project materials and Project history is a component of this position.
5. **Publication of Materials.** The coordinator ensures that Project curriculum materials are prepared for publication in an accessible format, including coordination of online curriculum content with appropriate stakeholders.
6. **Training.** The coordinator is expected to develop an ongoing plan to train school and NPS staff, other educators, parents, volunteers, and support personnel associated with the implementation of the Project. The coordinator is also expected to conduct workshops for the educational community, which shares the PaC curriculum and related content areas. Training could involve modeling teaching or co-teaching with both school and park personnel.
7. **Community and Public Relations.** The coordinator is expected to represent the Project in relevant ways, such as public speaking, media releases and interviews, and community

events. The Gatlinburg community and parents are the target audiences. The coordinator is expected to work effectively with diverse groups and individuals, including students, teachers, park staff, and volunteers. Develop and maintain formal and informal communication networks to facilitate productive cooperative partnerships throughout the surrounding communities.

8. **Annual Planning and Strategic Planning.** The coordinator is expected to work with the management team to strategically plan for annual operations (August – June school year) and to develop a five-year plan.
9. **Financial Support.** The coordinator is expected to coordinate with the management team in pursuing all relevant sources of possible financial support to ensure the continuation and effectiveness of the Project.
10. **Project Replication.** The coordinator is expected to seek opportunities to share the Project with other schools, communities, and parks (national and state) in coordination with the PaC Management Team. The coordinator may be asked to consult with or assist other schools or systems as they replicate parts of the project or modify it to meet their needs.
11. **Professional Development.** The coordinator is required to recommend annually a plan for professional development to include required and desired training.

SPECIFIC JOB DUTIES: The coordinator:

1. Is a contracted employee through Smokies Life working for a Management Team that consists of Pi Beta Phi and National Park Service personnel (then specify here who sits on that team by role/title). The PBP and NPS Supervisor will provide a prepared agenda for each biannual meeting and a summary of his/her activities.
2. Works a specific daily/monthly/annual schedule as outlined by the Management Team.
3. Variations to the work schedule are to be documented on a specific form and pre-approved by the designated member of the Management Team.
4. The coordinator follows the holiday schedule of Smokies Life. If the school is closed, they will report to their park office.
5. The coordinator is expected to work on unplanned school and/or park closure days (usually due to inclement weather) unless the principal/park lead determines travel conditions are unsafe. At this determination, the principal/park lead will approve Administrative Weather Leave (up to 40 hours a calendar year).
6. Has office space at Pi Beta Phi Elementary and National Park Service offices. During the summer months and other longer school breaks, the primary office will switch to the National Park Service.
7. Develop an annual plan for fulfilling the major job responsibilities in collaboration with the Management Team.
 - a. With approval from the NPS supervisor, the coordinator may Telework at times when they are scheduled to work in the NPS office.

SUPERVISORY CONTROLS: The coordinator:

1. Is supervised by the PBP principal and the TN Education Supervisor.
2. Reports to the Management Team designee daily (or other acceptable plan if working at

National Park Service offices.)

3. Works cooperatively with school and NPS staff with Project planning and implementation. Coordinates with the Management Team to define an annual work plan and long-term plans for the Project.
4. Reports to the management team on a biannual basis, and performance is evaluated annually.
5. Will have major job responsibilities reviewed for adherence to the project's mission statement, NPS critical issues and significance statements, and state educational standards and practices.
6. Will have guidelines in the form of traditional educational practices to include Tennessee and federal No Child Left Behind requirements, and NPS Director's Orders. Incumbent uses judgment to apply these guidelines and procedures to specific aspects of the major job responsibilities.

CONTACTS: Contacts include school staff, NPS staff, children, volunteers, staff members of state and local education agencies, grantees or contractors, and the public. Contacts are used to obtain data and information, resolve problems, persuade, motivate, and give advice.

PHYSICAL DEMANDS:

Work includes both indoor and outdoor work. Indoor work requires sitting for long periods. Outside work includes walking, standing, and carrying materials and equipment weighing up to 40 lbs. May be required to hike up to three miles. Operate a motor vehicle to transport materials and equipment. A valid state driver's license is required. Outdoor work may be conducted in varying weather conditions such as rain, heat, cold, snow, etc.

FINANCIAL CONSIDERATIONS:

1. The annual salary/contract ranges from \$57,000 to \$67,000.
2. The coordinator will have the option of enrolling in Smokies Life's group health, vision, and dental insurance programs, which include retirement benefits.
3. Office supplies, materials, and travel are not to exceed \$5,000 annually. Mileage reimbursement at the approved rate is allowable for the use of a personal vehicle.
4. The position is jointly funded on an annual basis by the Gatlinburg Board of Education and Smokies Life (for the National Park Service). The desire is to fund the position indefinitely contingent upon available funding resources.

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