GeoFORCE Educational Coach (EC)

**Hiring Department:** Jackson School of Geosciences  
**Program:** GeoFORCE Texas  
**Compensation:** $25.00/hr + Food, Lodging, and Travel on Field Experiences  
**Hours:** 40.00 Flexible from 12:00am – 11:59pm with potential overtime  
**Position Duration:** Temporary  
**Location** Austin, Houston, Uvalde, or San Antonio, TX; Potential out-of-state travel  
**Number of Vacancies:** 14 – 15  
**General Notes:** Substantial travel may be associated with the position. Attendance at the GeoFORCE staff training in May is mandatory for the position. GeoFORCE is currently planning for two virtual and eleven field academies. In the case UT Youth Protection determines it is unsafe for youth to travel this summer, we will cancel all field academies and transition to online only.

**GeoFORCE Mission**  
GeoFORCE is an education outreach program that targets diverse and low-income communities in Austin, Houston, and Southwest Texas. The Jackson School of Geosciences at The University of Texas created GeoFORCE to identify and develop the next generation of diverse leadership for discovery, research, and management of energy, minerals, water, the environment, and natural hazards for the benefit of society.

**Purpose**  
Educational Coaches (ECs) are teaching and pedagogical experts for the GeoFORCE academies. They serve to ensure the students are learning and work as a team with the coordinator and instructor. ECs act as the bridge between the instructor, who is the geoscience content expert, and the students.

**Essential Functions**
- Develop and lead classroom activities (e.g. games, skits, writing or drawing exercises) that review and reinforce material presented each day.
- Facilitate student learning by observing students and asking the instructor to clarify points of confusion.
- Help organize and carry out small group activities and assist the instructor as needed.
- Administer and grade formative assessments, including quizzes, and summative assessments, including tests. On 12th Grade Academies, support students in their progress on group projects.
- Guide and mentor counselors or educational coaches-in-training with assisting with reviews, activities, and assessments.
- Familiarize oneself with the basic concepts by reading the guidebook or relevant materials before the trip begins. ECs are given up to 10 hours of paid time to prepare review activities before the academy begins.
- Conduct daily debriefs of each day’s activities and previews for the next day’s activities with the educational team and coordinator.
- Other related functions as assigned by the trip coordinator or instructor.

**Required Qualifications**
- Bachelor’s degree or higher in education, STEM education, or a STEM field.
- Knowledge of pedagogical techniques and most effective practices in science education.
• Demonstrated ability to work with high school students in formal and/or informal educational settings.
• Demonstrated ability to work simultaneously with large numbers of students.
• Ability to communicate effectively with students, university faculty, research scientists, staff, secondary school employees, and parents/guardians from diverse backgrounds.
• Equivalent combination of relevant education and experience may be substituted as appropriate.

Preferred Qualifications
• Middle or high school classroom teaching experience.
• Academic enrichment experience with secondary school populations from economically disadvantaged and academically under-served populations.
• Spanish fluency.

Working Conditions
• Will work outside. May work in all weather conditions and in extreme temperatures.
• May work around standard office conditions.
• Will involve airplane, bus, and/or automobile travel.
• Daily activities may include climbing stairs and hiking unpaved paths. Employees are welcomed and encouraged to request reasonable workplace accommodations.

Notes
Candidates for the GeoFORCE EC position are subject to all UT all policies as set forth by The University of Texas Youth Protection Program, UT Human Resources, and GeoFORCE Texas:

• Youth Protection Program Guidebook
  o Zero-tolerance drugs and alcohol policy throughout the field experience
  o Child-safety training
• UT Camp Worker Guide
  o A criminal history background check will be required for finalist(s) under consideration for this position.
  o If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification. The form I-9 must be completed no later than the third business day of employment. Failure to do so will result in dismissal.
• GeoFORCE EC Staff Handbook

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The University of Texas Youth Protection Program requires GeoFORCE Texas to select for more than one gender of staff on each academy for the safety of the students. Applicants are asked to provide their gender identity.