

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** PLANETARIUM SUPERVISOR

**QUALIFICATIONS:**

1. Valid New Jersey Teaching Certificate
2. Ability to maintain a positive learning environment
3. Strong interpersonal and communications skills
4. Required criminal history background check and proof of US citizenship or legal resident alien status

**REPORTS TO:** Supervisor of Science

**ESSENTIAL JOB FUNCTIONS:**

1. Supervise planetarium when in use or schedule supervision where necessary.
2. Monitors the maintenance and repair and/or maintains and repairs existing mechanical, optical and electronic equipment. Performs daily routine maintenance to ensure proper operations of the planetarium equipment.
3. Maintain a log of facility usage.
4. Create budget for operations of facility.
5. Ensures expenditures for the planetarium stay within the allocated budget.
6. Order equipment as supplies as required to operate facility.
7. Advertise facility as necessary both internally and externally to ensure adequate usage throughout the school year.
8. Provide support to district staff members for use of facility during the school day as a part of district curriculum.
9. Maintains website for district planetarium.
10. Ensures compliance with safety standards; removes obstructions on the floor; checks emergency exits and electrical equipment to ensure safe and proper operation.
11. May supervise, train and coordinate planetarium activities as necessary.

**POSITION GOAL:**

To prepares, present and schedule planetarium lectures and shows for the general public, schools and as a part of the Northern Highlands curriculum.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17  
2<sup>nd</sup> Reading: 10/16/17