

**Northfield Historical Society  
Educator/Program Evaluation**

This is a contract position for up to five months that will conduct an evaluation of the current NHS youth programs and develop partnerships with third and sixth grade teachers in the Northfield School District to see where NHS can be more involved. From this study, a curriculum for NHS youth programs will be developed that will incorporate national and state educational goals.

If time allows, a broader evaluation will be made of how NHS can be more involved with other grades in the school district and how to better define internship opportunities for Carleton/St. Olaf College students.

**Responsibilities**

1. Evaluate the current NHS Youth Programs, Jr. Curator, SCOPE, Jr. Posse, and Summer Assistant. Look at educational goals, staffing, and school district support.
2. Evaluate NHS current outreach to the school district, field trips, classroom visits, and History Day involvement.
3. Meet with third and sixth grade teachers to see what they want to teach in the classroom regarding local history and how NHS can play a part.
4. Create a curriculum for the NHS Youth Programs based on state and national education standards.
5. Prepare a plan for NHS Education programs for 2015.

**Skills Needed**

Applicant will need to be familiar with national and state curriculum standards. Applicant will also need to be familiar with curriculum development for K-12. Must be self-motivated and have good interpersonal skills to interview multiple people. Applicant must be very organized and able to work on a tight timeline as the evaluation and report to the NHS board of directors must be submitted at the December 2014 board meeting.

Applicant must be fluent in Microsoft Word and Excel. They must have a passion for teaching and an understanding of the importance history plays in education.

Candidates that have a college degree in teaching/current teaching license and or program evaluation are preferred.

Position expected start date is August 4, 2014.

Compensation is in the amount \$3,200. 25% will be paid at the start of the work period and 75% will be paid upon successful completion of the evaluation and approval by the NHS Board of Directors.

Send a resume and cover letter to:

Northfield Historical Society  
Attn: Hayes Scriven, Executive Director  
408 Division Street  
Northfield MN, 55057

Or [scriven@northfieldhistory.org](mailto:scriven@northfieldhistory.org)