

# *theHoustonMuseumofnaturalscience*

January 10, 2014

Dear prospective teacher,

Thank you for your interest in teaching in the Houston Museum of Natural Science summer camp program. Successful applicants will teach in the Museum's *Xplorations* summer camp program; engaging children through hands-on learning activities, working with student volunteers and paid teaching assistants to organize classroom materials and projects and maintaining a safe and fun environment for our campers. Xplorations Summer Camp teachers are paid \$17.00 per hour. Please note that there are limited number of positions available.

Teacher applicants should have an interest in science, natural history and related fields. Additionally, they should communicate well with children, teenagers and adults, demonstrate initiative, and have a positive attitude.

To apply for the teaching position, please complete all enclosed forms. In addition, we ask for you to include a current résumé and two letters of recommendation from a supervisors who have worked with you before. These letters of recommendation must not be from a relative or from an HMNS employee. Use the checklist on the following page to ensure you have completed all steps of the application process.

**Applications will be accepted from this point until March 23, 2014.** After all materials are received, you may be asked to interview at the Museum. You will be notified by April 17, 2014 of whether or not you have been accepted as a teacher. Please note that if you are invited to work at the Museum, teachers must attend one training and orientation session on either May 13, 2014 or May 14, 2014. This mandatory teacher orientation will begin at 5:30pm in Classroom 4.

If you have any questions or need any assistance with the information in this packet please contact [xplorations@hmns.org](mailto:xplorations@hmns.org). No phone calls please.

Sincerely,

Kat Havens  
Assistant Director of Youth Education  
Houston Museum of Natural Science  
5555 Hermann Park Drive  
Houston, TX 77030

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## **2014 Teacher Application Checklist**

This checklist will help ensure you have done everything necessary to apply for a teaching position at the Houston Museum of Natural Science.

- **Please keep this page and the cover letter for your reference.** Read the preceding letter thoroughly before you begin your paperwork. You are responsible for all the information it contains.
- **Print and complete all following forms:**
  - Contact Information
  - Availability Form
  - Teacher Interest Survey
- **Get two letters of recommendation** from a supervisor who has worked with you before. This letter may not be from an HMNS employee. These letters should be sealed and signed by the recommender and included in your complete application packet. If the recommender chooses to send the recommendations personally please provide them with
- **Include your current résumé and proof of certification (available online at <https://secure.sbec.state.tx.us/SBECONLINE/virtcert.asp> )**
- **Return all completed forms listed above to the HMNS Education Department:**

### **Electronic delivery**

*In this case letters of recommendation may arrive separately via mail or delivery.*

Applications may be completed, scanned, and saved in PDF format with your name in the file title. PDF applications may be emailed to [xplorations@hmns.org](mailto:xplorations@hmns.org), the subject of the email should be “Teacher Application: *your name*” When your file is received you will receive a confirmation email, if you have not received a confirmation email within three days please email to confirm receipt. No phone calls please.

### **Mail**

Xplorations—Education Department  
Houston Museum of Natural Science  
5555 Hermann Park Drive  
Houston, TX 77030

### **Delivery to HMNS**

Complete application packets may be delivered to the HMNS Museum Services desk at 5555 Hermann Park Drive. Applications should be clearly marked Attn: Xplorations Registrar

Please contact us with any questions at [xplorations@hmns.org](mailto:xplorations@hmns.org).

**Keep this page and the preceding letter for your reference.  
Please take note of mandatory training dates!**

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## Teacher Contact Information 2014

### Personal Information

Full Name: \_\_\_\_\_  
Last First Middle Initial

Nickname / I prefer to be called: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

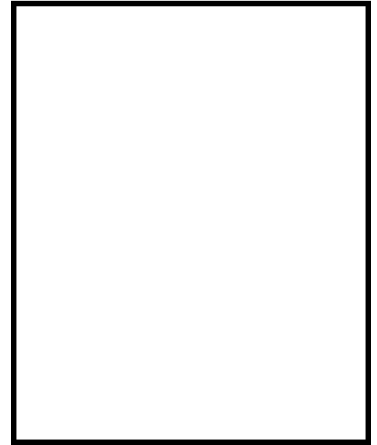
Email Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street Address Apt. #

\_\_\_\_\_ City State Zip Code

Current School: \_\_\_\_\_

Certifications: \_\_\_\_\_



### Emergency Contact Information

Please list two individuals who may be contacted in the event of an emergency.

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

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## 2014 Teacher Availability Form

Teacher Name: \_\_\_\_\_

Contact email: \_\_\_\_\_

**Please note:** This form is not a guarantee of a particular schedule. Do not commit to any weeks you would not be able to honor completely. You must be able to work full work days (no dentist appointments, etc.) on all days of all weeks you select below! Teachers work Monday – Friday, 9:00 am – 3:30 pm, unless otherwise specified.

**I am available to work the following weeks (please check the boxes):**

<b>Xplorations Camp Week</b>	<b>Main HMNS Location Camps</b> 5555 Hermann Park Drive Houston, TX 77030	<b>HMNS at Sugar Land Location Camps</b> 13016 University Blvd. Sugar Land, TX 77479
<b>Week One*: June 2-6</b>	<input type="checkbox"/>	<i>No camps at this location during this week</i>
<b>Week Two: June 9-13</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Week Three: June 16-20</b>	<i>No camps at this location during this week</i>	<input type="checkbox"/>
<b>Week Four: June 23-27</b> (Monday-Thursday only)	<input type="checkbox"/>	<i>No camps at this location during this week</i>
<b>Week Five: June 30-July 3</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Week Six: July 7-11</b>	<i>No camps at this location during this week</i>	<input type="checkbox"/>
<b>Week Seven: July 14-18</b>	<input type="checkbox"/>	<i>No camps at this location during this week</i>
<b>Week Eight: July 21-25</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Week Nine: July 28– Aug 1</b>	<i>No camps at this location during this week</i>	<input type="checkbox"/>
<b>Week Ten*: August 4-8</b>	<input type="checkbox"/>	<i>No camps at this location during this week</i>
<b>Week Eleven*: August 11-15</b>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** Priority may be given to applicants who are available many weeks and for weeks indicated by “\*”.

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## **2014 Teacher Interest Survey**

Responses may help match teachers to appropriate classes. THIS IS ONLY A SURVEY; please be aware that you may have to work in a classroom that doesn't match your interests or preferred age level.

**NAME:** \_\_\_\_\_

**1. With which age group(s) do you feel you work most effectively? (please circle all that apply)**

Not sure/don't care      6-7 years old      8-9 years old      10-12 years old

**2. Which of the following topics interest you (please circle all that apply)?**

**Anthropology/Archeology**

Ancient Egypt  
Medieval Culture  
DaVinci/Renaissance Period  
Archeology

**Earth Science / Geology**

Paleontology / Dinosaurs  
Natural Disasters / Earth Science

**Fine Arts**

Art/Crafts  
Jewelry/Gold  
Photography

**Physics / Engineering**

Architecture  
Buildings / Construction  
Cars / Crash Science  
Rockets / Planes  
Astronomy and Space Exploration  
Invention / Design  
Technology / Robots  
Web Design / Computer Software

**Life Science**

Ecology / Environmental Science  
Wilderness Survival  
Entomology/Insects  
Animals/Pets  
Anatomy/Human Body  
Dissection

**General/Other**

Chemistry  
Food Science  
Product Testing (e.g. Consumer Reports)  
Science Magic  
Games / Strategy  
Puzzles  
Museum Operations

**Themed Science**

CSI / Spy Science  
Harry Potter Science  
Star Wars Science  
Super Hero Science

**3. Do you have any other special interests/talents/knowledge that could be useful in the classroom (please specify)?**

**4. Would you like to work in Before or After Camp this year?**

Yes      Maybe      No

**5. Have you had any first aid or CPR training? If yes, to what level or certification?**

**6. On the back of this page or on a separate sheet, please answer the following (a few sentences are sufficient):**

- A) What are your strengths as a teacher and what do you hope to gain by working with the Xplorations Program?
- B) Describe a memorable teaching experience.