

# *the* Houston Museum of natural science

January 15, 2019

Dear Pre-Service Teacher Applicant,

Thank you for your interest in the Houston Museum of Natural Science pre-service teaching program. Successful applicants will work in the Museum's Summer Camp program and/or the Summer Scout program; interacting with children, organizing classroom materials and projects, and generally assisting our teachers and gaining classroom experience. In addition to this teaching assistant role, pre-service teachers may have the opportunity to perform the role of a lead teacher as needed. Qualified applicants will have completed an undergraduate degree by May 2019 with classroom experience. Pre-service teachers will be paid \$13.00 per hour. Please note that there are a limited number of positions available.

Applicants should have an interest in teaching and in education, science, natural history and related fields. Additionally, they should communicate well with children and adults, demonstrate initiative, and have a positive attitude. Previous participation as a Houston Museum of Natural Science volunteer is an advantage.

Some essential physical functions of the position and working with children include significant periods of standing, sitting, walking, climbing stairs, safely lifting and carrying up to 20 pounds, using hands to manipulate objects and perform fine motor skills, speaking clearly, and corrected or uncorrected hearing and vision within normal ranges.

To apply, please complete all enclosed forms. In addition, we ask for two (2) letters of recommendation from teachers or 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 until March 29, 2019.** After all materials are received, you may be asked to interview at the Museum. You will be notified via email by the week of April 15-19, 2019 of whether or not you have been accepted. Please note that if you are invited to work at the Museum as a pre-service teacher, there will be a mandatory TA training and orientation session on Saturday, May 11, 2019 starting at 8:30am AND a mandatory teacher training on Monday, May 13, 2019 starting at 5:00pm on the Lower Level of the Hermann Park location of the museum.

Matti Hammett will be handling the paperwork for Pre-Service Teachers. If you have any questions or need any assistance with the information in this packet please contact her via email at [mhammett@hmns.org](mailto:mhammett@hmns.org)

Sincerely,

Carolyn Leap  
Teaching Assistant Coordinator  
Houston Museum of Natural Science  
5555 Hermann Park Drive  
Houston, TX 77030

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## **2019 Pre-Service Teacher Application Checklist**

This checklist will help ensure you have done everything necessary to apply for the 2019 Summer Camp and Summer Scouts Pre-Service Teaching program. Please contact Matti Hammett with any questions at [mhammett@hmns.org](mailto:mhammett@hmns.org).

- 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:**
  - New Applicant Information
  - Applicant Availability Form
  - Interview Availability Form
- Get two letters of recommendation** from teachers or supervisors who have worked with you before. These letters may not be from HMNS employees or from a relative. Letters should be sealed and signed by the recommender and included in your complete application packet or received separately by March 29, 2019.
- Include a current resume** highlighting your classroom experience with your completed application.
- Return all completed forms listed above to Matti Hammett**

### **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 [mhammett@hmns.org](mailto:mhammett@hmns.org), the subject of the email should be “Pre-Service Teacher: *your name*” When your file is received you will receive a confirmation email from [mhammett@hmns.org](mailto:mhammett@hmns.org), if you have not received a confirmation email within three days please email to confirm receipt. No phone calls please.

### **Mail**

Matti Hammett—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: Matti Hammett

**ALL MATERIALS MUST BE RECEIVED BY MARCH 29, 2019.**

**Keep this page and the preceding letter for your reference.  
Put the May 11th and May 13th orientation sessions on  
your calendar.**



Applicant Name:

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## 2019 Pre-Service Teacher Applicant Availability Form

**Please note:** This form is not a guarantee of employment, or 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! Preservice Teachers work Monday 8:30am-3:30pm and Tuesday – Friday, 9:00 am – 3:30 pm, unless otherwise specified.

**I am available to work the following weeks (please check all that apply):**

|  | <b>Main HMNS Location</b><br>5555 Hermann Park Drive<br>Houston, TX 77030 |                          | <b>HMNS at Sugar Land Location</b><br>13016 University Blvd.<br>Sugar Land, TX 77479 |  |
|--|---|--------------------------|--|--|
|  | <b>Summer Camps</b>   | <b>Scout Classes</b>     | <b>Summer Camps</b>  | <b>Scout Classes</b>   |
| <b>Week One*: June 3-7</b>               | <input type="checkbox"/>  | <i>No Scout classes</i>  | <input type="checkbox"/>   | <i>No Scout classes</i>  |
| <b>Week Two: June 10-14</b>              | <input type="checkbox"/>  | <i>No Scout classes</i>  | <i>No Summer camps</i>   | <input type="checkbox"/>   |
| <b>Week Three: June 17-21</b>            | <i>No Summer camps</i>  | <input type="checkbox"/> | <input type="checkbox"/>   | <i>No Scout classes</i>  |
| <b>Week Four: June 24-28</b>             | <input type="checkbox"/>  | <i>No Scout classes</i>  | <input type="checkbox"/>   | <i>No Scout classes</i>  |
| <b>Week Five*: July 1-3 (3-day week)</b> | <input type="checkbox"/>  | <i>No Scout classes</i>  | <i>No Summer camps</i>   | <input type="checkbox"/>   |
| <b>Week Six: July 8-12</b>               | <i>No Summer camps</i>  | <input type="checkbox"/> | <input type="checkbox"/>   | <i>No Scout classes</i>  |
| <b>Week Seven: July 15-19</b>            | <input type="checkbox"/>  | <i>No Scout classes</i>  | <input type="checkbox"/>   | <i>No Scout classes</i>  |
| <b>Week Eight: July 22-26</b>            | <input type="checkbox"/>  | <i>No Scout classes</i>  | <i>No Summer camps</i>   | <input type="checkbox"/>   |
| <b>Week Nine: July 29-August 2</b>       | <i>No Summer camps</i>  | <input type="checkbox"/> | <input type="checkbox"/>   | <i>No Scout classes</i>  |
| <b>Week Ten*: August 5-9</b>             | <input type="checkbox"/>  | <i>No Scout classes</i>  | <input type="checkbox"/>   | <i>No Scout classes</i>  |
| <b>Week Eleven*: August 12-16</b>        | <input type="checkbox"/>  | <i>No Scout classes</i>  | <i>No Summer camps</i>   | <input type="checkbox"/><br><small>*Two one-day Scout Classes on August 12 and August 13</small> |

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

**I am also available to work in (check any that apply):**  Before-Camp (from 7:45 am)  After-Camp (until 5:30 pm)  
Of the weeks you have listed as available in the chart above—how many weeks would you like to work as a Pre-service Teacher? (please circle) 2 3 4 5 6 7 8 9 10 11

Applicant Name: \_\_\_\_\_

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## 2019 Pre-Service Teacher Interview Availability Form

You may be asked to interview at the Museum. Interviews will be very brief (approximately ten minutes). Please select the dates and times when you are most likely to be available for an interview if selected. **Interview times will be confirmed via email, please be sure you have provided us with an email address that you check frequently.**

| Date                  | Available interview times         |                                   | Additional notes about availability (e.g. "I'm not available until 10:45am on this date") |
|-----------------------|-----------------------------------|-----------------------------------|---|
| Thursday, February 28 | <input type="checkbox"/> 9am-11am | <input type="checkbox"/> 1-5pm    |   |
| Monday, March 4       |                                   | <input type="checkbox"/> 1-5pm    |   |
| Tuesday, March 5      | <input type="checkbox"/> 9am-12pm | <input type="checkbox"/> 1-5pm    |   |
| Thursday, March 7     | <input type="checkbox"/> 9am-12pm | <input type="checkbox"/> 1-5pm    |   |
| Friday, March 8       | <input type="checkbox"/> 9am-12pm | <input type="checkbox"/> 1-5pm    |   |
| Wednesday, March 13   | <input type="checkbox"/> 9am-11am |                                   |   |
| Friday, March 29      |                                   | <input type="checkbox"/> 1-5pm    |   |
| Saturday, March 30    | <input type="checkbox"/> 9am-12pm |                                   |   |
| Tuesday, April 2      | <input type="checkbox"/> 9am-12pm | <input type="checkbox"/> 4-5pm    |   |
| Friday, April 5       |                                   | <input type="checkbox"/> 2:30-5pm |   |
| Saturday, April 6     | <input type="checkbox"/> 9am-12pm |                                   |   |
| Monday, April 8       |                                   | <input type="checkbox"/> 1-5 pm   |   |

- Check here if you attend college out of town and must interview by phone. Please also be sure to indicate your availability in the chart above.