

# METRO

## Classification Description

**TITLE: Education Coordinator I**

**Class No: 0054**

**Bargaining Unit: AFSCME, 3580**

**Salary Range: 12N**

**Established: July 2001**

**FLSA: Non-exempt**

**Revised: 2007**

### **Classification Summary:**

Jobs assigned to this series perform educational activities including developing, coordinating and presenting educational programs and activities for Metro to schools, organizations and the general public.

### **Supervision Received:**

Supervision is received from department supervisory personnel. May receive lead direction from Education Coordinator II.

### **Supervision Exercised:**

May provide lead direction over interns, volunteers, and temporary employees.

### **Distinguishing Features:**

The Education Coordinator I is the first of a two-level classification series. Employees in this classification work within general guidelines and policy direction contributing to, rather than directing, the overall education strategy of the department or the agency. Employees in this classification are required to have an in-depth knowledge of the applicable education program area and be able to independently perform the duties of the position with minimal supervision. Employees in this classification have regular contact with other education professionals, such as teachers, program coordinators, directors, and principals for the purpose of obtaining information, responding to requests and explaining agency initiatives and programs.

### **Essential Functions:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Research, plan, and implement education programs for delivery to various public, private, professional, and governmental organizations, and community groups.
2. Schedule programs and prepare contracts for authorization.
3. Design, develop, create and distribute program materials and props including scripts, curriculum, lesson plans, visual aids, and activity materials; develop and deliver field trips, presentations and classes.
4. Recruit, train, schedule, and oversee temporary employees, volunteers, and/or interns.

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5. Record and track attendance; evaluate and modify programs; produce reports.
6. Design, create, or purchase program materials and props; clean, repair, inventory, and store materials, supplies and equipment.
7. Write and oversee personal service contracts for outside contractors to deliver educational programs.
8. Perform administrative duties including record keeping, compiling and generating reports, creating program materials, writing newsletters or conducting research as needed.
9. Assist in planning and budgeting for the division.

#### **Secondary Functions:**

1. Clean, repair, inventory and store materials.
2. Performs other related duties as assigned.

#### **Job Specifications:**

Associates Degree and two years' experience in field related to position applied for; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job. Other requirements include, but are not limited to:

1. Knowledge of specific principles and procedures used in program area
2. Knowledge of practices, principles, methods and technical aspects used in education.
3. Knowledge of educational organizations, businesses and other organizations affecting education.
4. Knowledge of curriculum materials, standards, and framework for specific academic area of study.
5. Knowledge of current research methods in education topics.
6. Knowledge of facilitating and participating in meetings and reaching consensus.
7. Knowledge of statistical reporting.
8. Ability to research, develop and present educational programs and projects.
9. Ability to effectively organize work and follow both written and oral direction.
10. Ability to communicate clearly and effectively with staff, the general public and clients.
11. Ability to develop and maintain effective relationships with staff, the general public, and clients.
12. Ability to perform basic administrative, record keeping and filing tasks.
13. Ability to provide quality customer service.
14. Ability to work effectively as a team member and to lead and train, assign and direct the work of volunteers.
15. Ability to analyze information and draw conclusions.
16. Ability to plan and lead workshops, seminars and other professional training sessions.
17. Ability to operate a computer and basic office software.

#### **Working Conditions:**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position may require frequent or continuous periods of standing, walking, talking, reaching, feeling, fingering and good general hearing. May also require occasional sitting, repetitive motions of the hands/wrists, handling, bending, grasping and pushing or pulling up to 50 pounds and/or lift and carry up to 30 pounds. Duties are performed in various settings including indoor and outdoor locations. Duties may be performed in inclement weather conditions.