

# METRO

## Classification Description

**TITLE: Education Coordinator II**

**Class No: 0060**

**Bargaining Unit: AFSCME, 3580**

**Salary Range: 14E**

**Established: July 2001**

**FLSA: 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. This position may train, assign, and direct the work of lower level staff, temporary employees, volunteers, and interns.

### **Supervision Received:**

Supervision is received from department supervisory personnel.

### **Supervision Exercised:**

May provide lead direction over Education Coordinator I, interns, volunteers, and temporary staff working in the program area.

### **Distinguishing Features:**

The Education Coordinator II is the second level of a two-level classification series. Employees in this classification work independently; directing overall education strategy and interpreting policy and policy direction. Employees in this classification are experts in one or more specialty education areas. Problems are resolved through innovation and consensus building. Employees in this classification have regular contact with program administrators, state and/or local education program personnel, other education professionals, and public agency directors for the purpose of responding to requests, promoting agency initiatives and collaborative problem solving.

### **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. Collaborate with supervisor, local administrators and education personnel to develop and implement education policy and initiatives; coordinate strategic planning activities designed to improve education services; design education programs that address emerging issues, analyze and evaluate data, policies and proposals to identify potential impact and recommend a course of action.
2. Independently plan and manage education programs for delivery to various public, private, professional, and governmental organizations and community groups.
3. Design, develop, create and distribute program materials and props including scripts, curriculum, lesson plans, visual aids, promotional materials, brochures and activity materials; develop and deliver field trips, presentations and classes.
4. Recruit, train, schedule, and oversee Education Coordinator I, temporary employees, volunteers, and/or interns.
5. Record and analyze program data, evaluate effectiveness and modify programs when necessary.

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6. Write and oversee personal service contracts for outside contractors to deliver educational programs.

#### **Secondary Functions:**

1. Clean, repair, inventory and store materials, supplies and equipment.
2. Assists with budget development/administration.
3. May participate in seeking grant funding or administration of grants.

#### **Job Specifications:**

Bachelors degree in a field related to position applied for and three years of experience conducting public presentations for general audiences; 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 principles and practices of educational program development.
2. Extensive knowledge of practices, principles, methods and technical aspects in a field of educational specialty.
3. Extensive knowledge of public education policy, planning and development.
4. Knowledge of best-practice teaching methods.
5. Knowledge of educational planning models and program evaluation processes.
6. Knowledge of current research methods in education topics.
7. Knowledge of group dynamics and group problem-solving techniques, such as leading meetings, gaining support while dealing with complex subjects, resolving conflicts and reaching consensus.
8. Knowledge of project management principles and techniques.
9. Knowledge of the administration and accountability of public funds.
10. Knowledge of statistical reporting.
11. Skill in the use of computers and software related to presentation and project management.
12. Ability to evaluate, improve and expand current programs and participate in creating new programs.
13. Ability to recruit, train, assign and direct the work of interns, temporary staff, volunteer workers and subordinate staff.
14. Ability to effectively communicate ideas and program concepts, both orally and in writing.
15. Ability to develop and maintain effective working relationships with staff, general public and clients.
16. Skill to communicate before large and diverse groups.
17. Skill to plan and lead workshops, seminars and other professional training sessions.
18. Skill to develop guidelines for assigned program area.
19. Skill to work effectively in a team environment and collaborate with others to achieve goals.

#### **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 a variety of settings and locations. May perform work in inclement weather conditions.