

METRO

Classification Description

Title:	Education Specialist I	Bargaining Unit: AFSCME 3580
Job Code:	6036	Established: August 2010
Pay Grades:	11N	Revised:
FLSA Status:	Non-Exempt	

CLASSIFICATION DESCRIPTION

Perform educational activities including developing, coordinating and presenting educational programs and activities to schools, organizations and the general public.

DISTINGUISHING FEATURES

The Education Specialist I is the first of a three-level classification series. It is distinguished from the higher classifications by working under close supervision or clearly defined direction.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Presents and schedules a variety of formal and non-formal education programming to a variety of audiences, including schools, private and professional organizations, community groups, non-profit and governmental agencies.
2. Assists with research and creation of educational programs and interpretive exhibits and displays. May include the development of scripts, lesson plans, creating visual/printed materials and purchasing/creation of props and other teaching aids. Ensures programming has a consistent message and content which advances current agency-wide education initiatives and goals.
3. May train and lead the work of temporary employees, volunteers, and/or interns.
4. Researches information for interpretive exhibits and displays.
5. Records and tracks attendance; administers program evaluation tools; enters data for tabulation and produces basic reports.
6. Fulfills Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability. These duties include but are not limited to maintaining positive relationships, respecting diversity of ideas and perspectives of others, and demonstrating sustainable practices.
7. Assists the public, public officials and other employees in a professional and courteous manner.
8. Monitors, cleans, repairs, inventories, stores materials, supplies and equipment.
9. Develops safe work habits and contributes to the safety of self and co-workers.
10. For some positions at the Oregon Zoo, performs daily animal husbandry routines, recordkeeping, assists with animal training, and maintains holding areas and related equipment. Handles education animals for programs.
11. Contributes to a positive team atmosphere.
12. Has regular and punctual attendance.

METRO

Classification Description

13. Performs assigned duties during an emergency situation.

14. Other duties as assigned.

JOB SPECIFICATIONS

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

Job Preparation

Education/Licensing and Work Experience

- Associate's degree in field related to program area and 2 years experience, or High School diploma or G.E.D.
- Four (4) years of experience in a field related to the position
- Or a combination of education and experience which would provide the candidate with the desired skills, knowledge and ability required to perform the job
- Possess a valid driver's license

Knowledge, Skills and Abilities

- General teaching and interpretation methods for formal and informal settings
- Concepts used in program area
- Academic standards, multiple learning styles, natural history interpretation and other techniques relevant to formal and non-formal learning environments.
- Fundamentals of classroom and group management
- Use computers and software related to presentation and general office work, and to enter data and run basic reports
- Use interpretive methods and techniques to present before groups of all sizes and backgrounds
- Coordinate logistic for workshops, seminars and other professional training sessions
- Research and present educational programs and projects
- Effectively organize work, manage time, prioritize tasks, and follow both written and oral directions
- Effectively communicate ideas, program concepts and deliver, both orally and in writing
- Plan workshops and seminars
- Lead educational programs in a variety of settings including indoors and outdoors
- Operate a motor vehicle and operate radios
- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Use discretion with confidential and sensitive matters
- Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability

METRO

Classification Description

- Work as a cooperative team member and collaborate and commit to common agency goals and values
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position
- Successfully pass the background check and screening requirements of the organization

Tools and Equipment Used

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets
- Drive a vehicle and operate radios for communication

Supervision or Lead Work

- Supervision is received from department supervisory personnel. May receive lead direction from Education Specialist II and III
- May lead the work of temporary staff, interns, and volunteers

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Duties are performed in various settings, including indoor and outdoor locations
- Duties may be performed in inclement weather conditions
- May be required to move equipment and distribute supplies
- Duties may require handling animals, including cleaning, training, and feeding

The classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.