

# EDUCATION COORDINATOR

Job Code	Pay Grade
01474	CL17

## Nature of Work

This is professional work developing, coordinating and implementing educational programs and curricula along with providing research and initiation of new projects for county programs and facilities.

Employees in this class develop and produce educational packages for classroom use, educational curriculum, brochures, publicity and handout material for classroom use and organize tours and special events for the community. Duties are performed independently and occasional weekend or holiday work is required.

## Minimum Qualification Requirements

- Bachelor's degree with major coursework in secondary education with course work in science, biology, or chemistry, ecological, arts education or related field and 3 years experience in planning, developing, and conducting educational programs or related work; or,
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License (Class B) and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Reliable personal transportation at time of appointment.
- Experience with day camps; knowledge of natural history.
- Working under difficult environmental conditions such as exposure to poisonous plants and animals, and/or work in hot, rainy and/or wet conditions.
- Collecting, feeding, and caring for live specimens.
- Familiarity with environmental rules, regulations, and research on native or threatened species.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates the development and implementation of educational programs in specialized areas of assignment including natural resources, sciences, the arts and utilities and arranges related exhibits.
- Plans, promotes, schedules and conducts educational programs through public presentations before civic groups, school groups or contact with school administrators at the primary, secondary and university levels.
- Administers and implements specific public art and science programs and projects; designs competition and may oversee all phases of studio artwork processes; contracts between artists and the county; responsible to maintain appropriate records.
- Serves as liaison between the appropriate county departments and the local school systems, researches and produces educational programs for classroom use, organizes on-site tours and directs teacher credit workshops.
- Coordinates the activities of volunteer personnel assigned to programs and projects.
- Coordinates educational programs and workshops with state agencies and the University of Florida.
- Prepares press releases, radio/TV announcements, brochures and special events calendars, describing educational opportunities available.
- Designs content/copy for educational and publicity purposes.
- Develops preliminary outline for new initiatives to market art projects and implement new strategies.
- May supervise personnel as related to specific projects and or programs.
- May provide emergency care to wildlife until authorized agencies can collect for treatment.

## EDUCATION COORDINATOR (continued)

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### Illustrative Tasks (continued)

- May produce, direct and host educational programs for radio/TV.
- Researches and develops various reports and assists with administrative work relating to area of expertise.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of techniques for developing educational programs related to county facilities, processes and programs.
- Knowledge of principles, practices and methods of environmental management.
- Knowledge of research techniques, collection, and preservation methods for plant and animal specimens.
- Knowledge of scientific research and writing techniques including the use of automated systems for statistical analysis of research data.
- Knowledge of natural systems and the inter-dependency of flora and fauna.
- Knowledge of techniques for developing educational programs.
- Knowledge of Florida's ecosystems and the ability to design interpretive materials.
- Knowledge of the practices and principles of public awareness by means of verbal, written and visual presentations.
- Knowledge of OSHA regulations and recognized safety procedures and practices for fieldwork.
- Skill in speaking before groups and conducting demonstrations and tours.
- Ability to apply computer applications and software.
- Ability to analyze and interpret data.
- Ability to organize and conduct training programs and evaluate program results.
- Ability to develop visual aids and other instructional materials to meet specific training needs.
- Ability to prepare and present instructional programs and speeches to teachers, children, students, civic groups and the general public.

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Revised	EEOC Code	Overtime Code
8/07	Professionals	Classified