



## **Education Coordinator**

**Category:** Classified  
**Pay Grade:** C25  
**Job Code:** 01474

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs professional work developing, coordinating, and implementing educational programs and curricula along with providing research and initiation of new projects for County programs and facilities; develops and produces educational packages for classroom use, educational curriculum, brochures, publicity, and handout material for classroom use; organizes tours and special events for the community.

### **ESSENTIAL JOB FUNCTIONS (examples, 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, and maintains 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;
- Maintains program budget;
- May supervise personnel as related to specific projects and/or programs;
- May provide emergency care to wildlife until authorized agencies can collect for treatment;
- 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; and
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

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

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License 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 knowledge, skills, abilities, and credentials required for a specific position.

**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.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.