

The Christie School
POSITION DESCRIPTION
Job Title: Education Services Coordinator
EEOC: Professional
FLSA: Exempt
Grade: EO6

Christie School believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

SUMMARY:

Plans, implements and manages education projects in conjunction with internal and external partners. Ensures that existing and developing education programs are effective and conform to the overall goals and objectives of the Agency's strategic plan. Supervision is exercised over subordinate professional, paraprofessional, administrative and clerical staff and establishes goals and objectives for the team. Serves as the principal point of representation and liaison with individuals, businesses, organizations, and agencies on education matters.

ESSENTIAL FUNCTIONS/KEY ACCOUNTABILITIES:

- Serves as principle point of contact for education projects; works with educational services districts in the planning, development, implementation, and evaluation of educational programs.
- Supervises personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Participates in development, implementation and maintenance of policies, objectives, short and long-range planning; develops and implements projects and programs to assist in the accomplishment of established Agency's goals.
- Serves as a resource to the organization in the identification and resolution of operational/management issues and concerns affecting the quality of service provided by the unit.

ADDITIONAL FUNCTIONS

- Performs other duties as assigned or requested.
-

MINIMUM JOB REQUIREMENTS:

- Master's degree in Business Administration or equivalent field. At least 5 years of experience directly related to the duties and responsibilities specified.

The Christie School
POSITION DESCRIPTION
Job Title: Education Services Coordinator
EEOC: Professional
FLSA: Exempt
Grade: EO6

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, city officials and the general public; conduct necessary research and compile comprehensive reports.
- Computer skills sufficient to learn, use electronic media; record and produce word documents and excel and other data base analysis.
- Strategic business planning and business management skills, including preparation of professional quality business plans.
- Knowledge of financial/business analysis techniques.
- Ability to interpret business and operational needs and develop integrated, creative solutions.
- Organize resources and establish priorities.
- Knowledge and understanding of integrated education program planning, development, and administration within a non-profit environment.
- Organizational planning, structuring, and staffing skills.
- Project management skills and the ability to resolve complex problems and issues.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment.
- Very limited physical effort required.
- Very limited exposure to physical risk.

ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the Job Description above. I understand and agree that the provisions of this Job Description may be amended or revised at any time, without notice, at the Agency's discretion, and that this Job Description is not an exhaustive statement of job functions, responsibilities or accountabilities.

Dated: _____

Signature: _____

Print Name: _____