

METRO Classification Description

Title: Education Specialist III
Job Code: 6038
Pay Range: 16
FLSA Status: Exempt – Administrative

Bargaining Unit: AFSCME 3580
Established: August 2010
Revised: December 2012
(correction to pay range)

CLASSIFICATION DESCRIPTION

Perform educational activities including developing and directing overall education strategy, coordinating and presenting educational programs and activities for Metro to schools, organizations and the general public. Employees in this classification work independently and typically exercise discretion and judgment. They have regular contact with other education professionals, which include teachers, program coordinators, directors, and principals for the purpose of obtaining information, responding to requests and explaining agency initiatives and programs.

DISTINGUISHING FEATURES

The Education Specialist III is the highest level of a three-level classification series. It is distinguished from the Education Specialist II level by collaborate the development and implementation of education policies and initiatives and coordinating strategic planning activities. May lead work of Education Specialist I and II.

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. Collaborates with supervisor, local administrators and education personnel to develop and implement education policy and initiatives within the agency.
2. Coordinates strategic planning activities designed to improve agency education services. May assist with collaborating with external organizations and stakeholders to develop regional education programming. Ensures programming has a consistent message and content and advances current agency-wide educational initiatives and goals.
3. Researches, designs and delivers education programs that address emerging issues for delivery to various public, private, professional, and governmental organizations and community groups.
4. Researches information and drafts text for interpretative exhibits and displays.
5. Analyzes and evaluates data, creates reports, evaluates programs, policies and proposals to identify potential impact and recommends a course of action.
6. Oversees the production of educational and promotional materials that support programs.
7. Provides lead work responsibility over Education Specialist I and II, temporary employees, volunteer and interns, including training and schedule. May recruit for temporary staff and interns and reviews and approves plans developed by Education Specialists I and II.

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8. For some positions at the Oregon Zoo, works with Living Collections and veterinary staff to establish and execute daily animal husbandry routines, recordkeeping, and determine animal training protocols and goals. Works with facilities staff to maintain holding areas and equipment. Handles education animals for programs.
9. Writes and oversees assigned contracts, intergovernmental agreements, and public contracts for personal services and program materials and equipment.
10. Develops, monitors and implements guidelines, protocols, policies and procedures for assigned program area.
11. Assists with the planning and budgeting of the division and maintains oversight of budget for assigned programs.
12. Leads the production of educational and promotional materials that support programs.
13. Monitors, cleans, repairs, inventories and stores materials, supplies and equipment.
14. Assists in seeking sponsorships, grant funding, writing, administration, and distribution of grants.
15. Assists with timekeeping of temporary staff and interns.
16. May be required to perform duties of Education Specialist I and II.
17. Fulfill 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.
18. Assists the public, public officials and other employees in a professional and courteous manner.
19. Develops safe work habits and contributes to the safety of self and co-workers.
20. Contributes to a positive team atmosphere.
21. Has regular and punctual attendance.
22. Performs assigned duties during an emergency situation.
23. 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

- A minimum of three (3) years of experience conducting public presentations for general audiences and coordinating complex programs and leading staff and managing resources
- Bachelor's degree in field related to program area
- 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 driver's license

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Knowledge, Skills and Abilities

- Program and project management
- Best practice teaching and interpretation methods for formal and informal settings
- Specific content knowledge of the concepts used in program area
- Extensive knowledge in principles and practices of educational program development
- Academic standards, multiple learning styles, natural history interpretation or other relevant area, and other techniques relevant to formal and non-formal learning environments
- Educational organizations, businesses and government agencies affecting education
- Public education policy, planning and development
- Fundamentals of classroom and group management
- Educational planning and program evaluation processes
- Current research methods in education topics
- Group dynamics and group problem-solving techniques, such as leading meetings, gaining support while dealing with complex subjects, resolving conflicts and reaching consensus
- Project management principles and techniques
- Statistical reporting
- Use computers and software related to presentation, general office work, and project management
- Use interpretive methods and techniques to present before groups of all sizes and backgrounds
- Develop guidelines, protocols, policies and procedures across multiple programs
- Research and present educational programs and projects
- Effectively organize work, manage time, prioritize tasks, and follow both written and oral direction
- Be responsive to internal and external stakeholders served or impacted by programs
- Evaluate, improve and expand current programs and participate in creating new programs
- Recruit, train, assign and direct the work of interns, temporary staff, volunteer workers and other staff
- Plan and lead workshops, seminars, and other professional training sessions
- Effectively communicate ideas, program concepts and delivery, both orally and in writing
- 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
- 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

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- 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 lead the work of temporary staff, interns, volunteers and Education Specialist I and II

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.