

## **Education Development Coordinator**

Full-time, Hourly

### **Position Summary:**

The Education Program Coordinator is involved in all aspects of the Adult Basic Education Program and education support service. The coordinator helps coordinate the education staff, interns/work-study students, tutors, education volunteers and childcare providers. The coordinator may coordinate program work schedule, staff development, teaching of classes and workshops in order to ensure program success. The coordinator may also assist with public relations, tutor recruitment/retention, and communication. The coordinator works as a team member with all other CMC staff to provide complete programming for clients.

### **Accountability:**

The Education Program Coordinator is accountable to the Director of Education Services.

### **Qualifications:**

- B.A. degree in Education, Adult Education, ESL or a related field. M.A. preferred.
- Strong background in curriculum development a must.
- Knowledge of Adult Basic Education, ESL, Learning Disabilities.
- Iowa Teaching Certificate and/or TESOL desirable but not required.
- Ability to speak other languages.
- Knowledge of the education resources and programs available in Linn County and surrounding areas.
- Excellent written and verbal/oral communication skills.
- Strong interpersonal skills and ability to work effectively with others as part of a team.
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and to treat others in a friendly, courteous, and appreciative manner.
- Ability to address conflict and problem solve.
- Flexibility and ability to handle stress and new or undefined situations.
- Ability to maintain confidentiality concerning volunteers, clients, students, children, and staff or agency business.
- Strong organizational skills with ability to prioritize projects and tasks.
- Ability to work with minimal supervision, take initiative, and manage multiple projects with changing priorities.
- Computer skills, including experience with Microsoft Office Suite and databases, and/or ability to learn new software and systems.
- Behave as a professional representative of CMC and communicate the mission and activities.
- Knowledge of and sensitivity to issues related to literacy, immigrants, refugees, women, poverty, and mental illness.
- Commitment to the CMC mission and the values of the Sisters of Mercy.

### **Responsibilities:**

#### **Education Program:**

- Create and develop program curriculum.
- Coordinate and maintain satellite locations and all partnerships within the satellite location sphere, i.e. tutors, students, professional partnerships.
- Administer student test assessment.
- Interview, test and evaluate adult learners to determine goals and level

- Match tutors and students; schedule tutoring time, and childcare in cooperation with the education team
- Monitor student's progress and schedule appropriate testing.
- Maintain appropriate student, tutor and program files.
- Maintain program statistics and data, verify accuracy of data.
- Provide weekly, monthly, and annual summary of statistics.
- Tutor students and teach classes as needed.
- Supervise and support volunteer tutors.
- Model effective teaching to new tutors and as needed for existing tutors.
- Assist with tutor orientation and ongoing tutor training.
- Coordinate student and tutor evaluations of education program.
- Provide supplemental workshops on topics relevant to students' needs.
- Support positive partner relationship and serve on relevant coalition and councils.
- Assist in meeting grant objectives, providing needed data, review grant drafts and reporting.
- Work with interns, work study and service learners to provide a positive learning experience.
- Help maintain a safe, nurturing atmosphere for children.

**General Agency Duties**

- Be able to explain CMC education program information to students, tutors or others in the community.
- Present a positive image of the Center and its programs
- Contribute to the CMC newsletter, board/committee reports and other public information activities as needed.
- Assist in tutor recruitment efforts.
- Assist with CMC fundraising efforts as needed.
- Serve on CMC event committees as needed
- Maintain clean and organized facilities including the storage and archives
- Assist with the shared staff responsibilities for security of the clients/volunteers and building
- Perform other duties as requested/assigned

**Physical Work Requirements**

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee regularly is required to stand, walk, sit for extended periods of time, work at a computer, and engage in repetitive hand and/or wrist movements.
- The employee occasionally lifts and/ or moves up to 40 lbs.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the job description and understand the responsibilities I am assuming in accepting this position.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Date Established: April 1991

Dates Reviewed/Revised: 2/95, 4/02, 12/04, 5/07, 3/14, 11/15, 8/16, 1/2020