

EDUCATION COMPACT INITIATIVES COORDINATOR

Job Code: ____

Class Code: N/A

Bargaining Unit: Unclass.

FLSA Code: N/A

Grade: u17

NATURE OF WORK

This is professional and supervisory work coordinating and overseeing the City of Miami Beach's Educational Initiatives and Educational Compact. Work involves working closely with City committees, MDCPS and other agencies identifying gaps of services/programs which will prepare children and youth for their futures. Actively works with community based organizations, private/public companies, etc. and recruits or builds relationships for future and current programs. Supervision is exercised over subordinate personnel, consultants, contractors, and agencies involved in carrying out the daily activities of such services/programs and ensure that the work is accomplished in accordance with established procedures and agreements. Work involves the consistent exercise of judgment and discretion in its performance. Reports to the Chief Learning Development Officer/Department Director.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assesses educational needs and develops, organizes, administers, and monitors the implementation of designated initiatives, programs and services
- Monitors the quality of services and effectiveness provided by programs/services
- Researches and solicits in order to develop and maintain programs and initiatives
- Promotes, identifies, and obtains funding for educational programs designated for children/youth
- Monitors the performance of contracted entities ensuring compliance with programs, and contracts
- Formulates and revises policies and procedures relating to, but not limited to the programs
- Conducts research, analyzes, and prepares reports
- Conducts on-site visits to review programs, and employees / consultants / contractors job performance
- Establishes and maintains contacts with MDCPS and other agencies
- Promotes citizen engagement and leads innovative projects to strengthen and empower children/youths/families knowledge on educational programs available
- Develops a wide variety of presentation materials, media and resources and makes presentations to companies and organizations on programs and services available to assist children/youths and their families
- Maximizes resources and achieves goals for assigned programs by collaborating activities and efforts with public and private agencies
- Develops, and maintains an evaluation system to assess the effectiveness of programs
- Implements new outcome measures pertaining to the performance of such programs, and monitors and tracks the outcomes of programs
- Schedules and attends community meetings related, but not limited to education initiatives
- Participates on committees and task forces organized by local government agencies, and may facilitate and lead the work of committees as necessary
- Assists with the preparation of annual budget for the division, programs, and services
- Ensures that all expenditures are in accordance with contracts, City, State, and Federal Guidelines
- Performs other related duties as assigned

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MINIMUM REQUIREMENTS

- Bachelor's degree in Education, Public or Business Administration, or a closely related field, and considerable experience (5-7 years) identifying, establishing or monitoring educational programs or services. Some (2-3 years) must have been at a supervisory level.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the use of modern office equipment, including computers and job related software programs
- Knowledge of business English, spelling and business arithmetic
- Ability to understand and follow written and verbal instructions
- Ability to communicate effectively both verbally and in writing
- Ability to establish and maintain effective working relations with other employees, City officials and the general public
- Ability to analyze complex policy/process/procedure issues, develop solutions and to formulate alternatives for presentation to superiors
- Ability to formulate and conduct a research program to identify specific problems or issues, followed by the ability to appropriately analyze and formulate solutions

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- The work is typically performed in an office, sitting at a desk or table, while intermittently standing or stooping, walking, kneeling, reaching, carrying and climbing
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to computer terminal and hand held electronic device

SUPERVISION RECEIVED

- Reporting to the Chief Learning and Development Officer/Department Director who reviews work, as needed, for conformity with established administrative and departmental practices and procedures and achievement of performance objectives
- Specific assignments are received from the Chief Learning and Development Officer/Department Director in the Office of Organization Development Performance Initiatives

SUPERVISION EXERCISED

- None

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*The information herein is not all inclusive and may change at the discretion of the Human Resources Department

Job Description Approval:

Human Resources Director: _____ Date: _____
Michael Smith

Assistant City Manager: _____ Date: _____
Kathie G. Brooks

City Manager: _____ Date: _____
Jimmy L. Morales