



January 2019
Class Code: A-53
FLSA: NON-EXEMPT

EDUCATION COORDINATOR

DEFINITION

Under direction, develops, plans and implements a vector-related comprehensive District-wide education program for elementary and secondary schools and community groups; develops or evaluates and selects program curricula; maintains liaison with teachers and school administrators; coordinates and monitors District employees' educational requirements for certification and license renewal; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Communications. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification performs a variety of vector control education-related duties including scheduling classroom programs and teaching the vector education curriculum at schools. Responsibilities include assisting with the development and implementation of public outreach and education programs, developing information materials and staffing educational fairs and events. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversees all aspects of the District's elementary and secondary student education programs; schedules and conducts District education-related classroom programs on vector control management.
- Creates and implements approved educational lesson plans and activities in school classrooms following California Department of Education guidelines; monitors trends in vector management education.
- Researches, evaluates, designs and selects educational materials that are current and age-relevant; selects and orders new instructional materials; maintains an inventory of education materials and supplies.
- Develops and prepares educational classroom materials; distributes materials to classroom.
- Monitors continuing education requirements for District employees; schedules webinars, registers employees for exams and courses; tracks and reports education units to the California Department of Public Health.
- Participates in the implementation and coordination of annual educational activities and contests.

- Assists with community outreach, public events, fairs, education programs and other District activities; answers vector related questions.
- Assists in creating and editing script, film, and educational video materials; creates social media content.
- Serves as a back up to front office staff as needed; answers phone and schedules appointments.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of teaching primary school students including emerging educational technologies.
- Principles of pesticide application and safety, mosquito biology and control, terrestrial invertebrate vector control, and vertebrate vector control.
- Community resources related to vector control programs.
- Biological principles used in vector control work.
- California Standards for the Teaching Profession, California Common Core standards, English Language Development standards, and Next Generation Science Standards.
- Principles of child development.
- Community demographics.
- Teaching best practices including student engagement strategies.
- Guided Language Acquisition and Development (GLAD).
- Thinking Maps' purpose and implementation.
- Positive Behavior Intervention and Support (PBIS).
- Structured Language Practice.
- Basic concepts of video production and script-writing.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Create a positive classroom learning environment.
- Effectively work with youth of various ages, education system administrators, local elected officials, and private education entities.
- Develop or modify age appropriate curricula for a diverse range of students.
- Research, adapt and use new methods of education technology.
- Oversee and monitor the District's continuing employee certification program requirements for staff.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in elementary education, communication arts, biological sciences, public health or a related field; and five (5) years of experience teaching youth education for an accredited public/private/charter school.

Licenses and Certifications:

- Possess and maintain a current California Teaching Credential.
- Possession of, or ability to obtain, certification in Public Health Vector Control Categories A – D, as required by the California Department of Public Health, within one year of appointment and maintained throughout employment with the District.
- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office/classroom setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle to visit various District and meeting sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office/classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.