

## INSTITUTIONAL EDUCATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position integrates educational programs with the objectives, policies and procedures of the department. Responsibilities involve monitoring, coordinating, and implementing ongoing educational activities, actively participating in the planning and development of educational goals, and in the preparation of necessary program guidelines. Supervision is exercised over a small number of professional personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops guidelines for implementing educational programs and assigns staff accordingly;

Plans daily educational programs to meet student needs within an institutional setting;

Compiles program evaluation reports and analyses by monitoring the delivery of program services and formulating and recommending appropriate modifications as required;

Researches funding sources and develops proposals for same in educational areas, in conjunction with the other professional and/or technical staff;

Plans test administration, high school equivalency, individual skills assessment and diagnostic placement;

Provides individualized therapeutic tutoring, educational counseling and guidance;

Assigns students into specific educational programs based on overall evaluation and educational plans;

Maintains and monitors schedules of all agencies offering educational programs;

Trains and supervises those instructors and volunteers working within the assigned department;

Prepares records and is administratively responsible for ordering supplies and equipment;

Represents the Department's educational and vocational training programs at community and organization meetings;

Maintains liaisons with referral agencies, school districts, institutions of higher learning, and the New York State Department of Education.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern principles and practices of program development as they relate to education; good knowledge of policies, procedures and objectives as they relate to the education and vocational programs; good knowledge of pertinent law, rules and regulations relating to institutional education; ability to identify potential program area(s) and to formulate and recommend workable solutions; ability to prepare detailed and coherent written reports and procedures; ability to gather and organize pertinent data and to draw appropriate conclusions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective relationships with students, staff, professional and program officials; tact; judgment; initiative; integrity; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* or a Master's Degree\* in Education, Sociology, Social Work, Psychology or closely related field and five years experience as an instructor, one year of which must have been in a supervisory position administering educational programs

SPECIAL REQUIREMENT: Certification as a teacher by New York State Education Department.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post secondary degree-granting institution.