

# EAST JOB DESCRIPTION

**JOB TITLE:** Program Coordinator  
**DEPARTMENT:** Program  
**REPORTS TO:** Senior Director of Program Services  
**FLSA STATUS:** EXEMPT  
**PREPARED BY:** Jerry Prince  
**PREPARED DATE:** 4/26/2016  
**APPROVED BY:** Matt Dozier  
**APPROVED DATE:** July 1, 2016

**SUMMARY:** The Program Coordinator works with the Sr. Director of Program Services in the planning, management and performance of EAST site visits and collaborates with staff on EAST training and support services. The Program Coordinator assists in the development and/or delivery of EAST Professional Development training. The Program Coordinator actively fosters relationships with school personnel to further the mission of EAST.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate with the Senior Director of Program Services in the development of the school responsibility list, timeline and reporting requirements for site visits
- Provide direct support through scheduling and performing on-site program evaluations
- Report on site visits using standardized processes
- Provide feedback related to EAST Programs to the Senior Director of Program Services, and other staff members as needed.
- Foster relationships through various means of communication with EAST facilitators and school administrators to further the mission of EAST
- Research and communicate additional opportunities and resources for schools
- Other duties as assigned

## **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Work with staff and committees to plan and deliver the Annual Conference and other EAST events.
- Implement management and support for EAST grants as needed
- Assist with the planning and delivery of EAST Professional Development
- Represent the interests of the EAST Initiative at various events and conferences
- Develop and assist with EAST budgets as needed
- Promote and support the annual EAST National Service Project
- Coordinate with other staff to accomplish special projects

## **QUALIFICATIONS:**

- Current Teaching Certification preferred
- EAST classroom Facilitator experience preferred
- Extensive knowledge of and experiences in EAST methodologies preferred
- Basic understanding of the technology provided in EAST classrooms preferred
- Proficient in Microsoft Office and Google tools
- Strong communication and relationship building skills
- Ability to manage a school responsibility list, plan travel and time allocation
- Ability to deliver professional development and communicate with a diverse population of school personnel
- Ability to collaborate in teams
- Ability to develop and maintain facilitator relationships
- Ability to make independent decisions and take calculated risks
- Ability to plan and execute long-term projects
- Must be extremely detail-oriented

- Must have a current, unrestricted driver's license
- Must have the ability to travel overnight with extensive travel being required at times

**SUPERVISORY RESPONSIBILITIES:**

- None

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or equivalent
- College degree
- Specialized training or certification and experience in an educational setting

**LANGUAGE SKILLS:**

- English language: including punctuation, spelling, grammar, and writing technique
- Excellent written and verbal communication skills

**REASONING ABILITY:**

- Ability to problem solve using deductive reasoning skills in a timely manner

**MATHEMATICAL SKILLS:**

- Basic skills including but not limited to addition, multiplication and division of whole numbers, decimals and fractions

**PHYSICAL DEMANDS:\***

- Ability to occasionally lift 35 pounds
- Ability to drive a car
- May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

\*Requests for accommodation need to be directed to Human Resources.

**WORK ENVIRONMENT:**

- Quiet to moderate noise level
- Fast paced, collaborative and positive

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Signature

Print Name

Date