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| Job Title: | Education Program Specialist |
| Department: | Education |
| Position Reports to: | Chief Program Officer |
| FLSA Status (Exempt or Non-exempt): | Exempt |

Opportunity: Frameworks of Tampa Bay, Inc. is a fast-growing, impactful non-profit, with a mission to empower educators, youth services professionals, and parents and guardians with training, coaching, and research-based resources to equip students with emotional intelligence skills. We are looking for teammates to join our close-knit, like-minded, and whole-child focused staff. Work with students, educators, families, and community members in a proactive and supportive approach that empowers stakeholders with the tools and strategies to enhance emotional intelligence learning skills in the Tampa Bay community.

Position Summary:

The role of the Education Program Specialist is to provide services outlined in fiscal year program deliverables by implementing high-quality, evidence-based programming to partner schools and organizations using an array of best practices identified by Frameworks of Tampa Bay, Inc. The Education Program Specialist develops positive school communities (grades preK-12) with teachers, administrators, and parents through professional development, coaching support, modeling, and the provision of appropriate resources and supports. This position reports directly to the Chief Program Officer and works closely with all Education Team members to ensure best practices, consistent programming, and completion of all approved deliverables.

Essential Functions

- Participate as requested in preliminary discussion for potential partnership, review of readiness assessment, team level meetings to draft plan, and planning meeting with school contact(s).
- Implement social and emotional learning-focused programming with school contacts and educators in accordance with Frameworks of Tampa Bay, Inc. standards at designated school sites and organizations, as outlined in approved deliverables in current MOU. With Chief Program Officer, identify specific social and emotional learning program approach for site(s), grades preK-12. Adapt programming for changing circumstances and for virtual use, as needed.
- Review approved partner school and/or organization deliverables and maintain detailed records of all services provided utilizing approved Record of Services template provided by Frameworks of Tampa Bay, Inc. Regularly refer to approved MOUs in order to ensure deliverables of partner schools and organizations are met in a high-quality, effective manner.
- Create, adapt, and deliver existing curricula, programs, and trainings as outlined in approved deliverables to best meet the needs of the partner school and/or organization staff, in conjunction with the Chief Program Officer and Content Manager. Adapt programming for virtual use, as needed.
- Schedule and facilitate professional development workshops and presentations for partner school and organization staff, parents/guardians, and community members related to social and emotional learning topics.

This includes in-person and virtual workshops. Assist in content creation of professional development sessions and accompanying content, as needed.

- Work with Chief Program Officer to determine program monitoring, coaching, and support specific to each partner school/organization.
- Provide program monitoring, coaching, and support to teachers, administrators, and other school staff related to evidence-based social and emotional learning program implementation through classroom culture visits to observe, model, and/or co-lead social and emotional learning curriculum/strategies. Provide feedback to teachers on classroom visits.
- Administer surveys and questionnaires to evaluate various aspects of program performance and collaborate with Chief Program Officer to use data to guide future programmatic efforts. This typically includes pre, mid, and post assessments of students by teachers as well as a year-end educator/partner reflection.
- Support the district-wide implementation of the identified prevention curriculum by scheduling and conducting fidelity observations.
- Participate in creation of end of year summary reports, utilizing detailed Record of Service maintained throughout the school year.
- Work closely with schools and partner agencies to establish meaningful connections and a positive culture.
- Support all Frameworks staff, programs, projects, and events as needed in a positive and respectful manner.
- Always maintain professionalism and positively communicate the mission of Frameworks.

Additional Responsibilities:

- Continue to advance working knowledge of the research and current trends of SEL.
- Continue to advance working knowledge of coaching techniques, methodologies, and trends.
- Actively participate in Annual Fund Drive, promoting awareness of SEL and Frameworks.
- All other duties as required.

Knowledge, Skills, and Abilities:

- Math, reading, written communication, oral communication and reasoning ability - college level ability;
- Ability to work collaboratively with a variety of people;
- Ability to take direction from others;
- Ability to be self-managed but work well to support a team effort;
- Work well under time constraints, and in stressful conditions;
- Excellent communication skills; verbal and written;
- Efficient time management and prioritization;
- Demonstrate initiative, innovative, and goal oriented work ethic.

Education/Training:

- Minimum Bachelor's degree in education, training, public or mental health administration/mgmt., or other related experience. PreK-12th grade experience highly preferred.
- Strong organization, oral and written communication skills, and the ability to work effectively and collaboratively as a team member.
- Knowledgeable and experienced in Word, Excel, PowerPoint, and Zoom Meeting/Webinar.
- Bilingual ability a plus.

Physical Demands:

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: While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Other Requirements:

- Local travel - will require travel up to 50%.
- Valid state driver’s license.
- Must pass background and fingerprinting check as well as drug test.

Supervision/Contacts:

- Receives direct supervision from the Chief Program Officer.
- Daily contact with Frameworks’ employees and management.
- Regular contact with board members, volunteers, donors, and community partners.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books and automobile. Option for remote work when applicable and discussed with supervisor.

Frameworks of Tampa Bay, Inc. is an equal opportunity employer.

Job duties are subject to change with or without notice based on business needs.

I certify that I have reviewed and understand all the requirements of performing this job and that I can meet each requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, without prior notice.

Employee Name (Printed)

Date

Employee Signature

Date

Supervisor Signature

Date

Chief Executive Officer Signature

Date