



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

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 Impact Officer and works closely with all Education Team members to ensure best practices, consistent programming, and completion of all approved deliverables. The Education Program Specialist may also be asked to provide training to mentors and youth development workers in the Tampa Bay community on the same core topics of why and how to develop emotional intelligence among youth.

Essential Functions

- Participate as requested in preliminary discussion for potential partnerships, review readiness assessments, attend team level meetings to draft plans, and carry out programmatic scheduling and progress check-ins with school contact(s).
- Implement emotional intelligence 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 Impact Officer, identify specific EQ program approach for site(s), grades preK-12. Adapt programming (e.g., large format workshops, small group collaborative discussions, one-on-one embedded support, etc) 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 by Frameworks of Tampa Bay, Inc. Regularly refer to approved deliverables documentation in order to ensure all are met in a high-quality, effective manner.
- Assist with scheduling and facilitation of professional development workshops and presentations for partner school and organization staff, parents/guardians, and community members related to EQ topics in collaboration with Chief Impact Officer. This includes in-person and virtual workshops. Assist in content creation of professional development sessions and accompanying content, as needed.
- Master required technology for developing and delivering in-person and virtual workshops.
- Work with Chief Impact 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 emotional intelligence program implementation through classroom culture visits to observe, model, and/or co-lead curriculum/strategies. Provide feedback to teachers on classroom visits.
- Administer and/or support the administration of assessments, surveys and questionnaires to evaluate various aspects of program performance and collaborate with Chief Impact 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.
- Participate in creation of end of year summary reports, utilizing detailed records of service maintained throughout the school year.
- Work closely and creatively 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 in emotional intelligence development for adults and children.
- Continue to advance working knowledge of adult learning theory and coaching techniques, methodologies, and trends.
- Actively participate in Giving Tuesday and at least one volunteer or charity event that does or has the potential to raise awareness and/or funding for Frameworks of Tampa Bay.
- All other duties as assigned.

Knowledge, Skills, and Abilities:

- College level ability in math, reading, written communication, oral communication and reasoning.
- Ability to work collaboratively and congenially 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.
- Efficient time management and prioritization.
- Comfortable taking initiative to solve novel problems.
- Flexible in working with partners on program scheduling.
- Extremely goal-oriented with ability and desire to innovate in order to achieve efficiencies, enhance quality, or ensure full delivery of services.

Education/Training:

- Minimum Bachelor’s degree in education, training, counseling, social work or other related experience. PreK-12th grade experience highly preferred.
- Knowledgeable and experienced in Word, Excel, PowerPoint, Canva 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 and transport 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 and carry 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 Impact 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