



Job Title:	Education Program Specialist
Department:	Education
Position Reports to:	Managing Director, Programing
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 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 Managing Director of Programs and works closely with the Programming Team to ensure best practices, consistent programming, and completion of all approved deliverables in a high-quality manner.

Essential Functions

- Schedule and facilitate training workshops for partner schools and staff, parents/guardians, and community members related to social and emotional competencies topics. This includes in-person and virtual workshops.
- Work with the Managing Director of Programs to determine program monitoring, coaching, and support specific to each partner school/organization.
- Build strong relationships with school leaders, educators, and other stakeholders to ensure the successful integration of EQ into the school culture.
- Lead group discussions and activities to help participants practice and apply EQ concepts in the context of their work environment.
- Provide individualized coaching to teachers, school leaders, and staff on how to infuse emotional intelligence principles into daily classroom routine, school leadership practices, and interactions with students and colleagues.
- Collaborate with educators to implement practical EQ strategies and tools to promote a positive school climate, resolve conflicts, and manage classroom dynamics.
- Assist staff in creating emotionally supportive environments that foster student well-being and resilience.
- Work with teachers to integrate EQ topics into the academic curriculum to build strong learning communities.
- Create and provide resources and activities that promote emotional growth and social skills for students.

- Administer surveys and questionnaires to evaluate various aspects of program performance and collaborate with Managing Director of Programs to use data to guide future programmatic efforts.
- Lead end-of-year renewal conversations with school leaders/partners with the goal of developing shared goals and visions for the next school year. In collaboration with Managing Director of Programs, translate these into a set of achievable and purposeful deliverables.
- Always maintain professionalism and positively communicate the mission of Frameworks.

Additional Responsibilities:

- Stay current on best practices and research in emotional intelligence, adult learning theory, facilitation, and coaching, incorporating new findings into training content and strategies.
- Participate in Frameworks fundraising and advocacy events.
- All other duties as required.

Knowledge, Skills, and Abilities:

- Strong knowledge of emotional intelligence theories, frameworks, and practices.
- Proven ability to coach and mentor educators and staff in emotionally intelligent approaches.
- Excellent communication, presentation, and interpersonal skills.
- Ability to assess and adapt training materials to diverse school settings.
- High emotional intelligence, including self-awareness, empathy, and adaptability.
- Ability to inspire and motivate others to integrate emotional intelligence into their work.
- Ability to work collaboratively with a variety of people.
- Excellent verbal and written communication skills
- Efficient time management and prioritization

Personal Attributes:

- Compassionate and patient, with a strong commitment to fostering positive relationships.
- Proactive and solution-focused with a passion for improving school environments.
- Enthusiastic about continuous learning and staying updated on best practices in EQ and education.

Education/Training:

- Minimum Bachelor's degree in education, psychology, public or mental health administration/mgmt., or other related experience.
- Early Learning and/or Elementary teaching and/or coaching experience highly preferred.
- Ability to design and deliver engaging and impactful adult learning experiences, consistent with core tenets and up-to-date research in adult learning theory.
- Experience with social and emotional skills, tools, and strategies a plus.
- Bilingual ability a plus.

Other Requirements:

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

Supervision:

- Receives direct supervision from the Managing Director of Programs.

Environment:

This job operates in a professional office environment. After 90 days, there is an option for 20% remote work when applicable and approved by 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.