



## Position Description

Job Title: Education Coordinator  
Department: Education  
Reports To: Education Department Manager  
FLSA Status: Salaried/Exempt

**SUMMARY:** The Education Coordinator will increase the level of professionalism of the IEC Chesapeake apprenticeship program. Management of daily operation of the educational programs while meeting state and federal guidelines.

### ESSENTIAL RESPONSIBILITIES

- Conduct apprentice applicant interviews.
- Responsible for enrolling students and maintaining their files.
- Responsible for developing and maintaining training schedules.
- Prepares for first night of classes in addition to coordinating staff to conduct orientation.
- Notifies students, instructors, administrator of lessons due, virtual chat sessions, gradebook issues.
- Reviews and implements the IEC Chesapeake Student Policy and Procedures Manual.
- Resolves or appropriately refers questions, requests, complaints, and problems.
- Assist Education Department Manager in the recruitment of apprenticeship instructors.
- Coordinate with the Education Department Manager on evaluations of all instructors' performance.
- Provide administrative support to the E Training department including assistance in marketing of the program.
- Coordinates with Lead Instructor all hands-on-training and third-party speakers for all IEC Chesapeake educational programs.
- Coordinates with Lead Instructor the IEC Chesapeake participation in the SkillsUSA, State of Maryland & Virginia Residential Wiring and Motor Controls competition.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Minimum of three years of related experience; or equivalent combination of education and experience. Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software.

Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

Must have high level of interpersonal skills to handle sensitive and confidential information and situations. Position continually requires demonstrated poise, tact, and diplomacy.

Individual needs to have strong analytical skills as well as excellent communication skills.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, volunteers, and the general public, this will include speaking to large groups of people.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Maintains a valid Drivers License.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

## **WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS**

The noise level in the work environment is usually moderate. No or very limited exposure to physical risk.

Local vehicle travel required as necessary up to approximately 30%.

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Employee Name                      Employee Signature                      Date

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Supervisor Name                      Supervisor Signature                      Date