

# **PROGRAM CO-ORDINATOR EDUCATION**

## **GENERAL**

An incumbent at this level functions as a co-ordinator in the Department of Education responsible for the general development, implementation and monitoring of the program area under his direction.

## **TYPICAL DUTIES**

Participates in policy formulation regarding his program area and is responsible for the implementation and monitoring of same.

Co-ordinates professional staff in the provision of support services to schools relating to the development and maintenance of effective and articulated programs; these support services include program guidelines, evaluative mechanisms, investigative studies and consultative services.

Administers the operation of his program area including supervision of staff, preparation and monitoring budgets, authorization of expenditures and submission of reports.

Maintains liaison with schools and school divisions to co-ordinate programs and resources.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Knowledge of current concepts in Education, especially in area of speciality.

Knowledge of the Manitoba educational system, related legislation and policies.

Ability to provide effective leadership.

Ability to communicate effectively.

Ability to supervise staff and administer programs.

### **Education, Training and Experience**

Graduate training in education with several years of related experience including a minimum of three years' teaching experience and administrative experience or an equivalent combination of education and experience considered suitable to the department and the Civil Service Commission.