

City of Fort Worth, Texas Job Description

Classification Title	Education Strategy Manager		
Job Code:	MG1771	Job Family:	Management
Pay Grade	613	Date Reviewed:	8/24/2020
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Researches and evaluates curricula, teaching procedures and educational materials. Works with settings that offer education. Identifies threats to continued success or opportunities to grow education within the City. Serves as the City's official liaison to local, state and national organizations responsible for designing and implementing non-traditional education programs, specifically those education programs that focus on grade-level reading up to third grade. Makes projections based on current trends and future expectations, and sets strategic goals for the City. Works with the management team, ensures action and resource requirements are properly aligned to meet goals, and inspires the workforce to achieve set goals. Continuously monitors performance to determine if strategies need to be adjusted or new strategies should be introduced.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the public education, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Leads organizations through strategic changes to achieve positive results.
3. Manages teams at a leadership level and drives business improvements.
4. Introduces metrics designed to track the effects of action plans and determines effectiveness. Develops new plans, as appropriate. Develops and interprets analytical reports to measure change.
5. Presents strategic reports and findings to the City Manager, Council, boards and committees. May attend public forums and meetings.
6. Serves as an instructional coordinator and supports educational programs at non-school settings, such as museums, businesses and non-profit organizations.
7. Works with educational committees and advisory groups within the community to develop the most appropriate curricula to meet the needs of students and/or the public.
8. Provides advice to teachers, school administrators and support staff. Provides training in the use of educational materials and techniques. Advises educators on how to comply with local, state and national standards, as well as works closely with school boards to apply rules and regulations.

9. Researches and selects appropriate instructional materials, as well as other educational materials and orders or authorizes the purchase of supplies. May also be involved with the research and design of educational materials and instructional methods.
10. Explores topics such as education reform, education law, policy implementation, leadership and curriculum theory.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
13. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Public relations.
 - Operational characteristics, services and activities of a large city providing a variety of services to the community.
 - Modern principles and practices of public administration.
 - Methods and techniques of conducting research.
 - Principles of business letter writing and basic report preparation.
 - Principles of municipal finance, budget preparation and control.
 - Principles of lead supervision and training.
 - Pertinent federal, state, and local laws, codes and regulations.
 - Public communication and presentation strategies.
 - Principles and practices of community organizations and public and media relations.
 - Recent developments, current literature and information related to program management.
 - Marketing theories, principles and practices and their application to program promotion.
 - Principles of internal and external communication.
 - Modern office equipment including computers.
 - Pertinent Federal, State and local laws, codes and safety regulations.
- **Skill in:**
 - Research and development.
 - Organization and time management.
 - Critical thinking and problem solving.
 - Computers and applicable software.
 - Leadership and project management.
 - Communication both orally and written.
 - Public speaking.
 - Work independently.
 - Project management.
 - Strong teamwork.
 - Developing recommendations.
- **Ability to:**
 - Make decisions based on business skills, to align organizational goals and resources and to continually learn.
 - Build a workplace culture that is capable of executing change to meet business objectives.

- Be professional, work with integrity and actively promote ethics and compliance policies across the organization.
- Make projections and develop strategies.
- Motivate and lead teams.
- Collaborate effectively with other staff departments, community organizations, and the public.
- Make regular presentations to community organizations, executives and others involved in public education.
- Communicate clearly and effectively, both orally and in writing.
- Evaluate circumstances to decide the best course of action.
- Develop comprehensive communications plans for projects.
- Work with others to develop a consistent message.
- Use resources efficiently and effectively for best return on investment.
- Conduct ongoing research and investigate new tools.
- Identify and develop new programming ideas.

MINIMUM JOB REQUIREMENTS

Bachelor's degree in Elementary Education, Early Learning, Reading, Public Administration, Communications/Marketing, Business Administration, Librarianship or related field and four (4) years of experience in public education, non-traditional education, leadership, project/program management or related fields.

OTHER REQUIREMENTS

Valid Texas Class C driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.