

## Education Coordinator Job Description

### Purpose

To impart information regarding the importance of the Keep Cocke County Beautiful mission of litter prevention and cleanup, recycling of used items, beautification and proper stewardship of our environment to students served by Cocke County's Schools.

### Qualifications

Ability to be a public speaker; **experience as an educator rather than experience as a teacher (elementary level)**; computer literate; able to independently travel throughout the county; organized for tasks assigned; effective communicator to both peers and students

### Tasks

Prepare lesson plans in line with the KAB Waste in Place texts

Arrange with school principals and for school coordinators to integrate the KCCB mission with the required curriculum

Commit a minimum of 20 hours per month to the educational in-class effort

Maintain a daily log of activities related to the educational effort

Submit monthly reports to the KCCB Board of Directors

Submit a monthly time log by the second, no later than the fifth, of the following month to determine both billable hours and to support the TDOT monthly litter grant report

Attend both the RID meeting and KCCB board meeting as a non-voting member

Other tasks as may be determined or assigned

The Education Coordinator works at the pleasure of the Board Chair, Education Committee Chair and the KCCB Executive Director.

**This is a contract position with hourly rate and hours to be determined by the KCCB Board.**

**Adopted June 19, 2015.**

**Chairman:** \_\_\_\_\_ **Secretary:** \_\_\_\_\_

**Bettye Carver**

**Charlene Cureton**