


Job Evaluation Rating Documentation

CUPE, SEIU, SGEU, SAHO 	Job Title <u>Education Coordinator</u> Date <u>October, 2000</u> Revised Date <u>2004; December, 2005</u> Revised Date <u>June, 2011</u>	Code <u>063</u>
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Decision Making Responsible to coordinate, facilitate, evaluate and deliver educational programs to meet the learning needs of patients/staff/community within the region.	Degree <u>3.5</u>
Education Grade 12. Practical Nursing diploma (1776 hours). Licensed with the Saskatchewan Association of Licensed Practical Nurses.	<u>4.5</u>
Experience Twenty-four (24) months previous experience to gain an understanding of adult education issues. Twelve (12) months on the job to become familiar with development, delivery and evaluation of programs; acquire appropriate trainer qualifications (e.g., TLR, CPR, PART) and to become familiar with region/facility/department policies and procedures.	<u>6.0</u>
Independent Judgement Conducts needs analysis and develops goals and objectives with desired learner outcomes. Coordinates, facilitates, delivers and evaluates educational programs within generally accepted practices.	<u>4.0</u>
Working Relationships Provides technical explanation and/or instruction on adult learning principles. Motivates staff to take part in needs assessment and educational programs.	<u>4.0</u>

Impact of Action	Degree
Coordinates resources to develop and plan education programs that impact the organization and individual employees to a limited degree. May result in delays in program delivery due to insufficient research and planning.	<u>2.0</u>
Leadership and/or Supervision Provides occasional guidance to staff, clients/patients/residents and community in the delivery of educational programs. Provides functional guidance and advice to community groups on educational programs/practices (e.g., Heart-to-Heart, Diabetic education).	<u>2.5</u>
Physical Demands Occasional physical effort standing, keyboarding, walking and moving tables/chairs with periods of lifting/carrying books/binders/supplies.	<u>1.5</u>
Sensory Demands Regular sensory effort preparing and presenting training materials and using computers.	<u>2.0</u>
Environment Occasional exposure to minor conditions such as interruptions and multiple deadlines with some travel.	<u>2.0</u>