

Function: NPS Education Professional Manager

TASK: Build a Dynamic Education Team (including staff, volunteers, interns, consultants, partners)

Knowledge of ...	Skills	Abilities
<ul style="list-style-type: none"> ● NPS, Park and Education Division and community educational needs ● Education networks for access to resource experts and institutional partners ● Complementary skill sets and diverse perspectives needed to make a cohesive and highly qualified education team ● Work that needs to be done to accomplish educational goals ● Procedures/policies for recruiting/partnering internally and externally to fill educational needs and build capacity ● OPM job series and how education positions best fit into current 1700 and/or 0000 occupational groups ● Qualifications important for Implementer/Developer and Facilitator ● Venues for announcing positions to attract qualified candidates 	<ul style="list-style-type: none"> ● Align NPS, Park and Education Division and community goals ● Identify relevant education trends that can help NPS; demonstrate understanding of trends to partners ● Prioritize/identify people and institutions to engage within the education field ● Organize, facilitate, and train a team with diverse skills and backgrounds ● Articulate qualifications using education “speak” and create announcements to attract Implementer/Developer and Facilitator ● Write appropriate position announcements at the right time of year for different education venues ● Develop and articulate roles and responsibilities for education positions 	<ul style="list-style-type: none"> ● Identify education skills and expertise needed to meet program goals ● Capitalize on education trends to help share education team and inform work of team to support educational goals. ● Communicate effectively the educational goals, needs, and opportunities ● Communication and leadership skills to build consensus and spirit around a shared educational goal ● Balance and demonstrate respect for different perspectives and opinions ● Establish collaboratively the roles and responsibilities of each member of the education team. ● Assess diverse qualifications of education Implementer/Developer and Facilitator and match with needs of education program. ● Write compelling job descriptions and plan adequately ahead to keep on top of education annual cycles for recruiting and working with educators.

TASK: Create an Effective Work Environment

Knowledge of ...	Skills	Abilities
<ul style="list-style-type: none"> ● Components, procedures and protocols for a safe physical environment for education team, students, and stakeholders ● Multicultural principles for a safe intellectual and emotional environment. ● Characteristics of a strong team and current team-building practices ● Purpose and power of education, why it is a worthwhile investment of time and energy of the team ● Management practices that empower team members 	<ul style="list-style-type: none"> ● Set up a safe and comfortable environment for team members, students, and stakeholders ● Identify the characteristics of a strong team culture, facilitating team-building activities with staff and/or collaborating with others ● Articulate vision that encourages education team. ● Delegate responsibility in a way that encourages new leadership and professional growth. 	<ul style="list-style-type: none"> ● Make people of all backgrounds feel comfortable and empowered to learn and share their expertise and opinions ● Confidently communicate and advocate the characteristics of a strong team culture to team members ● Model good education practices while keeping education team connected, motivated, and on task ● Recognize the challenges in education and plan strategically to see opportunities and overcome barriers. ● Motivate team to continually perform at a high level, learn from failure, reevaluate and improve. ● Empower staff to participate broadly and on multiple levels with the team.

TASK: Develop Strategic Education Plan with Team

Knowledge of ...	Skills	Abilities
<ul style="list-style-type: none"> ● NPS, Park and Education Division, and community needs ● Best practices in education and in NPS, ● General knowledge of state and national standards ● Education vocabulary ● How to access the best education information for managers ● Audiences currently being served through Park's education services and resources ● Park's capacity to serve education community's needs ● Needed experts and stakeholders outside the education team 	<ul style="list-style-type: none"> ● Develop and articulate a work plan ● Establish goals from the work plan ● Integrate different perspectives into the plan, include students when possible ● Effective interpersonal skills ● Develop staff competencies and skills in performing educational duties ● Identify common goals for pedagogy for education team ● Identify education objectives based on standards that can match with park objectives ● Communicate effectively by defining jargon and clarifying acronyms for all members of the team ● Target audiences that benefit park and students ● Develop systems and programs flexible enough to adapt ● Keep current in the field 	<ul style="list-style-type: none"> ● Match up education and NPS resources, practices and goals to support one another, bridge gap ● Think creatively about park programs and resources and how they can help meet standards ● Communicate effectively to stakeholders and/or team members on educational goals ● Attract new audiences ● Leverage resources while also keeping a healthy balance ● Help staff learn as they work, create a learning community ● Flexibility to adapt to new education initiatives, flexibility ● Establish communication education language for team

TASK: Strongly Advocate for and Support Education Programs

Knowledge of ...	Skills	Abilities
<ul style="list-style-type: none"> ● Benefits and impacts of education programs to different audiences ● Negotiation and advocacy techniques ● Benefits and uses of marketing plan and how to use it ● Leaders, funders, policymakers both internal and external, who can help support the park's education endeavors. ● Use of MOUs, contracts and agreements, funding sources of NPS and non NPS sources 	<ul style="list-style-type: none"> ● Communicate effectively on behalf of education partnerships and programs ● Identify needs and opportunities ● Develop and implement marketing strategy and/or communication plan ● Identify and work with stakeholders to build and maintain support for educational programming ● Identify new stakeholders with different perspectives ● Write grant proposals for funding and establish official partnerships ● Craft and execute effective elevator speech, briefing statements, PIO's, etc... 	<ul style="list-style-type: none"> ● Articulate connection of education programs with the mission of NPS ● Empower and encourage staff and partners at all levels to participate. ● Create marketing strategies that match educational goals ● Clear, organized, and persuasive writing that promotes educational goals

TASK: Cultivate Resilient and Productive Education Partnerships

Knowledge of...	Skills	Abilities
<ul style="list-style-type: none"> • Existing and potential to reach shared goals • Partner's mission, goals, staff expertise, and proven (or potential) ability in capacity • Professional associations and professional learning communities. • Conflict resolution techniques 	<ul style="list-style-type: none"> • Communicate effectively by defining jargon and clarifying acronyms for all members of the team • Leverage resources through partnerships; develop joint fundraising efforts with school districts or other education institutions • Communicate within and outside of agency to increase awareness and understanding of the park's educational programs. • Demonstrates external awareness (understands what is going on in the educational world and with partners) 	<ul style="list-style-type: none"> • Establish strong networks with other professionals in the field of education; build relationships with school districts and other institutions • Establish common goals and clearly defined roles • able to communicate effectively, follow feedback loops, articulate successes • Builds professional learning community through education associations and other networks • Mediate complex conversations

TASK: Institute a Culture of Learning Based on Assessment and Evaluation

Knowledge of ...	Skills	Abilities
<ul style="list-style-type: none">• Evaluation techniques• Assessment tools for education programs• Content standards for evaluation needs	<ul style="list-style-type: none">• Analyze research in evaluation for education programs• Understand how evaluation can lead to change in programming• Analyze programs for standards alignment• Create and implement evaluative tools• Write strong learning Outcomes, goals and objectives• Collect, analyze, and interpret data to improve programs• Decision making based on results of data	<ul style="list-style-type: none">• Able to determine how evaluation techniques can inform educational programming• Provide timely constructive feedback• Constantly seek to improve programs based on evaluation and/or assessments and make changes or expand experiences and techniques for curricular alignment and/or gaps