

**VERMONT JUDICIAL BRANCH**  
**EDUCATION COORDINATOR**

**Court:** Supreme Court

**Supervisor:** Chief, Planning and Court Services

**Job Code:** 93080J

**Exempt/Non-exempt:** Non-exempt

**Pay Grade:** 21

**Union Eligible:** Yes

**PURPOSE:**

The position involves administrative, coordination, and technical responsibilities in Vermont Judiciary's education programs. Responsibilities include but are not limited to, coordination of grant activities, facilitation of meetings, the collection of data and documentation. Extensive interaction with judicial officers and judicial branch staff, CAO management, vendors and training colleagues from other entities.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinate, develop, and plan educational programs for Judicial Officers.
- Recruit and facilitate teams to design and implement in-state educational programs including Judicial College, new Judge Orientation and Court Manager's College.
- Contacts judicial officers, committees and national judicial education programs and hotels to plan training and educational programs.
- Coordinate, develop, and plan Judiciary events such as CCJ and COSCA.
- Identify education funding sources, prepare grant and scholarship applications.
- Manage training and other events to cost-effectively deliver a quality educational experience.
- Negotiate contracts with facilities and vendors for educational and other events.
- Sends out scholarship applications, letters, registrations, housing forms for various in state and out of state programs.
- Plan and develop Assistant Judge Orientation and continuing educations programs to meet legislative mandates.
- Provide staff support and serve as member of Judicial Education committees.
- Monitors and updates spreadsheets to track all aspects of judicial education including: deadlines for enrollment; history of programs attended; faculty and presenters; participant evaluations;
- Tracks, reviews and gives final approval for bills and invoices for programs and training.
- Prepare reports for supervisor and CAO executives including: monthly expenditure report; ad-hoc responses to Legislatives requests; .
- Handle all presenter and participant logistics for training and events including booking facilities, materials for distribution, audio-visuals; lodging, catering meals, and travel arrangements.
- Provides administrative support within Planning and Court Services and various committees.
- As needed, coordinate the activities of administrative staff assigned to assist at events.
- Work with Chief Superior Judge to assign mentoring for new judicial officers, manage budget and plan Judicial education programs.
- Coordinate, prepare and update CAO communications such as Judiciary newsletter, press releases and social media, web content.
- This position is responsible for all duties defined and other duties as assigned such as training

other employees.

- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

**MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

(Required to perform the essential functions of the job.)

Education: High school graduation or GED

Experience: Four years of office work or equally pertinent experience, at least two being at or above an intermediate clerical level of responsibility.

Note: College course work may be substituted for the experience on a semester for six months basis.