



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Director of Community Education

Department:

Community Education

Unit:**Immediate Supervisor:**

Superintendent

Grade Placement:**FLSA Status:****Job Summary:**

Under the direction of the Superintendent, the Director of Community Education is responsible for overseeing the planning, implementation, fiscal control and operation of Community Education programs and its staff in the areas of early childhood family education, cardinal kids club, preschool, youth recreation/enrichment and adult recreation/enrichment for the Annandale and Maple Lake Public Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages, supervises and directs the Community Education office and all Community Education program coordinators, supervisors and support staff.
2. Plans, develops and monitors the fiscal operations and budgets of Community Education.
 - Monitors revenues and expenditures for Community Education.
 - ECFE and school readiness funding from various state, districts, fees/tuitions, grants (Pathway II)
 - Supervises the preparation of state annual reports and other required data submissions.
3. Administers the school district facility use and scheduling for all district and non-district events and activities. Plans, formulates, recommends and implements policies, procedures and fees for facility use. Makes recommendations for facility use and events; communicates with custodial staff for building needs.
4. Oversees, develops and facilitates a process of community involvement in the programming and evaluation of community education programs.
5. Promotes and communicates the overall school district including the Community Services department with internal and external audiences. development, registration and on-going assessment of community services classes and its operation. Monitors program operations with respect to community needs, interests, participation and program resources.
6. Assists the youth development coordinator in the development of programming.
7. Oversees, develops and facilitates a process of community involvement in the programming and evaluation of Community Services programs and services.
8. Assists in behavioral concerns regarding students involved in Community Education programs.
 - Hosts parent meetings.
 - Develops and plans behavior modifications.
 - Serves as the district representative for Early Childhood Special Education student IEP meetings.
9. Establishes, develops and fosters ongoing cooperative working relationships with local community groups,

businesses, non-public educational institutions, youth service organizations, and citizens of the community. Collaborates with the City of Annandale and Maple Lake or other governmental agencies to develop and promote collaborative efforts and initiatives in better meeting the needs of the community.

10. Participates and is involved in various professional organizations in the area of Community Services. Attends conferences, meetings and serves on various committees or task forces in Annandale and Maple Lake.

11. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's degree
- At least 5 to 8 years of prior related work experience

License/Certification Requirements:

- State of MN Director of Community Education Licensure (or a Master's degree in Educational Administration)

Knowledge required to perform the essential functions of the job:

- Knowledge of procedures, practices and methods in planning, evaluating and designing educational programs and services for preschool/school age children, community relations and communications.
- Knowledge of concepts, principles and philosophies of lifelong learning, public education, and relationship of Community Education to K-12 programming.
- Knowledge of local, state and federal laws/regulations as they pertain to Community Education.
- Knowledge of child development theories, principles, and concepts.
- Knowledge of management and supervisory fundamentals, principles and trends.
- Knowledge of policies, procedures, rules and guidelines pertaining to school budgets.
- Knowledge of district administrative policies and procedures.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Ability to interact and communicate effectively and appropriately with staff, parents, students and the community at large.
- Developing and formulating positive community relations.
- Managing, leading, delegating, evaluating and supervising the activities of a wide range of supervisory, professional and support staff personnel.
- Skilled in decision-making, including information collection and seeking knowledge of policies, rules, laws, precedents and practices.
- Skilled in judgment, including the ability to formulate logical conclusions, adaptability and the ability to prioritize.
- Skilled in organizational oversight, including scheduling work, activities, and project deadlines.
- Skilled in mathematics and the application and use in budget planning.
- Use of computer technology; Microsoft and Google products, community education software.
- Presentation skills.
- Developing a master schedule.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light Work. Exerting up to 50 pounds of force occasionally to move objects and up to 10 pounds frequently to

lift, carry, push, pull or otherwise move objects.