

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

**Position Title: Director of Community
Education**

Department: Community Education

Exempt Status: Exempt

Reports To: Superintendent of Schools

Date: December 13, 2016

Approval: Assistant Superintendent

JOB SUMMARY: Provide leadership, development, implementation and evaluation of Community Education activities, programs and services. Provide excellence in service and collaboration throughout the district and the community as a whole.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

50% Program Development and Management

- A. Plan, organize and administer a broad program of community education.
- B. Work with district personnel, community education advisory council, outside agencies and governmental units to develop cooperative and coordinated programs.
- C. Administer community education programs in accordance with the state community education guidelines and school board policies.
- D. Responsible for program/activity registration and receipt of fees for all community education programs and activities.
- E. Develop, maintain, review and analyze program evaluation documents.
- F. Recruit and staff community education programs and activities.
- G. Direct work activities of employees within the community education department, supervise staff and perform evaluations.
- H. Coordinate community education volunteers.
- I. Provide in-service training for staff as deemed necessary.
- J. Coordinate building use for community education sponsored activities and events.
- K. Attend meetings, in-services and workshops as needed.

15% Budget/Finance

- A. Work with the district business office to prepare the preliminary and revised annual budgets for community education programs and activities.
- B. Monitor revenues and oversee expenditures to ensure they conform to federal, state and local community education guidelines and do not exceed budget.
- C. Make recommendations regarding levies, including special needs in school age care.
- D. Research, prepare and follow through with grant proposals or other opportunities for supplemental funding.
- E. Prepare and share financial reports as needed and/or requested (conclusion of class, monthly, annually, etc.).

- 15% Marketing/Reporting
- A. Create materials for local advertisements and effectively market all community education programs via a variety of medias.
 - B. Create and manage web based presence.
 - C. Promote department/district needs in other communities, cities and to the state legislature.
 - D. Prepare reports required by the Minnesota Department of Education and other agencies or entities.
 - E. Oversee preparation and publishing of the Community Education Catalog/ District Newsletter three times each year.
- 15% Communication and Community Relations
- A. Establish and maintain partnerships with relevant agencies and organizations.
 - B. Facilitate communication and maintain relationships with stakeholders, promote awareness of community education programs and services.
 - C. Keep abreast of changing developments and trends in community education and lifelong learning, communicate information to stakeholders.
 - D. Meet regularly with advisory councils and district entities, as well as city, county and collaborative stakeholders; serve on committees as appropriate.
- 5% Professional Development
- A. Maintain active memberships in professional organizations.
 - B. Participate in professional development activities in the field of community education at a regional and state level.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Current State of MN Administrative Licensure for Director of Community Education.
- Bachelor's degree in related field, Master's degree preferred.
- Valid Minnesota driver's license.

Experience:

- Three to five years administrative and supervisory experience in community services programming preferred.
- Equivalent combination of education, training, and experience in a job-related field that enables performance of all aspects of this position.

Essential Skills Required to Perform the Work:

- Ability to develop, formulate, evaluate and implement community services programming.
- Ability to manage, lead, delegate, evaluate and supervise the activities of a wide range of professional, support and volunteer staff.
- Ability to plan, develop, defend and monitor the fiscal operations of a diverse community services program.
- Ability to identify and seek out resources available in the community, private organizations or governmental agencies that can be used to improve and enhance the services provided by and through community services.

- Ability to collaborate with, foster and encourage community involvement and support in the development and evaluation of community needs and department programs and services.
- Ability to promote, advertise and engage in public relations activities to promote the programs and services of community services and the school district.
- Ability to work in a diverse environment.
- Ability to exercise confidentiality in handling School District information.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including phone system, computer, printer and copy machine, and other electronic or technological equipment as needed to successfully perform in the position.
- Utilizes multiple software applications including but not limited to word processing, spreadsheet, email and presentation application.
- Uses gmail to receive district communication.

Supervision of Other Employees:

- Position requires supervision of permanent and occasional Community Education staff.

Physical Job Requirements:

- Position requires sustained periods of sitting and working on computer and office equipment.
- Position requires standing and walking throughout buildings.
- Position involves frequent lifting up to 20 pounds and occasional lifting up to 40 pounds.
- Position involves listening, speaking clearly and visual acuity.
- Position involves frequent repetitive action on keyboard.

Mental Job Requirements:

- Position involves planning, organizing and delegating responsibilities while maintaining quality standards.
- Position involves analyzing situations and selecting a course of action.
- Position involves making decisions, interpreting policy and working with a variety of individuals.
- Position involves maintaining flexibility while undertaking a variety of tasks, resolving conflicts, utilizing problem solving skills, and dealing with stressful situations.
- Position involves dealing with constant interruptions and frequently changing priorities and deadlines.

Working Conditions:

- Normal office conditions.
- Requires travel to various programming sites.

Job Outcomes:

- Projects a positive, cooperative, and respectful attitude with community members, parents, students and other employees.
- Supports students and staff by providing services that support the educational activities and program to promote that students reach their full potential academically, emotionally, physically and socially.
- Contributes to the effective and efficient operation of the school department.
- Communicates effectively with school and community committees, advisory groups and personnel to establish a positive relationship with all.
- Develops and implements community education programs to better serve the needs of community members.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.