



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Director of Community Education	Department: Community Education
Immediate Supervisor's Position Title: Superintendent	FLSA Status: Exempt
Job Summary: Under the direction of the Superintendent, the Director of Community Education is responsible for the overall planning, implementation, fiscal control and operation of Community Education programs and its staff in the areas of Early Childhood Family Education, Kids Company, Preschool, adult enrichment, youth recreation and enrichment programming.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages, supervises and directs all community education program coordinators, supervisors and department administrative support staff.
 - a) Screens, interviews and makes hiring decisions for immediate reports and coordinates the selection processes for all department staff.
 - b) Evaluates the performance of staff, prepares performance reviews, and assists staff in development improvement plans, goals and on-going training and development objectives.
 - c) Monitors program operations, outcomes and activities to ensure program activities conform to department goals, objectives and district policies and procedures.
 - d) Assigns work, monitors work operations, sets work priorities, determines and defines work requirements of positions within the department for direct reports.
 - e) Handles all personnel actions, defines jobs, and responsible for department organizational initiatives/changes.
- Plans, develops and monitors the fiscal operations and budgets of Community Education.
 - a) Monitors revenues and approves expenditures for Community Education.
 - b) Seeks out additional resources from various local, county, state, federal or private sources and prepares grants.
 - c) Seeks out and enters into collaborative relationships and initiatives with other agencies to better meet the needs of the community and make for more a effective use of resources
 - d) Reviews and makes sure Coordinators and Supervisors stay within budgetary limits and coding expenditures properly.
 - e) Monitors the purchase of supplies and equipment within the department to ensure programs are properly equipped.
- Oversees and coordinates district facility use and scheduling for all district and non-district events and activities.
 - a) Plans, formulates and recommends policies, procedures and fees for facility use.
 - b) Makes recommendations for facility/event security needs and requirements.
- Oversees, develops and facilitates a process of community involvement in the programming and evaluation of community education programs and services. Formulates and chairs the Community Education Advisory Council and other community advisory councils. Determines agenda items, their work assignments, provides information and recommendations for the committees/councils.



- Assists the Youth Recreation Coordinator in the formulation of teams; ordering of supplies and equipment; uniforms; making arrangements for try-outs and try-out processes for youth teams.
- Plans, promotes and coordinates the advertising, public relations, and promotional efforts to promote department programs and services through the publication of brochures, news releases, speaking engagements, or advertising in the local new media.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, conferences, seminars, and serves on various district committees.
 - b) Keeps abreast of changing developments and trends in community education and lifelong learning.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Master's degree
	High school diploma or GED.		Major field of study or degree emphasis: Community Education, Educational Administration or related area.
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
x	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of local state and federal laws/regulations as they pertain to community education programs and services. • Knowledge of management and supervisory fundamentals, principles and trends. • Knowledge of recreational scheduling procedures. • Fundamentals of UFARS accounting and their application and use in budget planning and monitoring of community education programs. • Knowledge of district administrative policies and procedures (e.g. human resources, financial, purchasing, etc.). • Comprehensive knowledge of all community education program and services. • Knowledge of procedures, practices and methods in planning, evaluating and designing educational programs and services. • Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming.
	Doctorate level		



EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Required Work Experience in Addition to Formal Education/Training:

Minimum of 3 years administrative and supervisory experience in community education programming

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

Community Education Licensure by the State of MN as Director of Community Education

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Developing, formulating, evaluating and implementing community education programs and services.
- Managing, leading, delegating, evaluating and supervising the activities of a wide range of supervisory, professional and support staff personnel.
- Planning, developing, defending and monitoring the fiscal operations of a diverse community education program.
- Identifying and seeking 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 education.
- Collaborating with, fostering and encouraging community involvement and support in the development and evaluation of community needs and department programs and services.
- Promoting, advertising and engaging in public relations activities to promote the programs and services of community education.
- Developing, motivating, and fostering collaborative relationships both inside and outside of the organization and for representing the organization and speaking on behalf of the organization on matters pertaining to Community Education.
- Performing public relations activities and working with citizens and the public in problem solving and in addressing their concerns and issues within the policies and procedures of the department and the district.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	ECFE Coordinator	1
2	Youth Enrichment Coordinator	1
3	Educational Supervisor	1
4	Youth Recreation Coordinator	1
5	Administrative Support Staff	2
TOTAL		6

INDIRECT SUPERVISION:

Number of employees indirectly supervised:

All community educational personnel

Total:

21



HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: This is an administrative and supervisory position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.