



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Community Education Director: Under the direction of the Superintendent; directs, manages and provides leadership in the development and implementation of the school district’s Community Education programs including education, recreation, activities and special events for ages birth-5, Youth K-12 and adults.

Job Title:	Community Education Director	Revised Date:	11-13-17
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Job Description: Administers, coordinates, implements and oversees Community Education programs.

- Plans, organizes and administers a broad program of preschool through adult education, recreation and community services according to the needs of the community. Determines educational objectives, selects and organizes learning experiences. Programs include adult enrichment; adult basic education, GED and ESL; youth development/youth service, out of school time programs for youth and school aged child care; Early Childhood programs including school readiness, Early childhood Family Education, and District 2687 Preschool; recreation for all ages; Opening Doors for Adults with Disabilities; Adult Volunteer Program, Communities Connecting Collaborative activities; youth Driver Education and Behind the Wheel instruction.
- Recruits, screens, interviews, selects and trains licensed and support Community Education staff and determines their terms and conditions of employment; evaluates the performances of staff; prepares performance reviews and assists staff in development of improvement plans, goals, and on-going training.
- Develops and recommends the annual budget for the Community Education Program. Monitors budget and adjustments throughout the fiscal year.
- Interprets, promotes and publishes existing and planned programs to the community.
- Prepares and submits grant applications for Community Education related programs. Administers grants received.
- Develops a Community Education Advisory Council which is representative of the school district and utilizes this council for advice and direction.
- Coordinates and promotes Community Education programs with staff, teachers, community members and organizations. Weekly live radio and newspaper column, school website, face book, bulletins and promotional materials.
- Participates in civic and community affairs that help foster understanding to gain support for the overall school district mission, beliefs and strategies.
- Establishes, develops and fosters ongoing cooperative working relationships with local community groups, businesses, non-public educational institutions, youth service organizations and citizens of the communities.
- Coordinates community related activities. Schedules facility and community bus use. Facilitates the district’s facility usage policy and procedures.
- Evaluates Community Education programs.
- Prepares and submits reports, monitors data collection.
- Knowledgeable about the district policies and supportive of District’s vision, mission and values.
- Serves as a member of the District’s administrative team and actively participates in the development, implementation and achievement of the District’s strategic plans.
- Implements and carries out directives from the Superintendent.
- Collaborates with area Community Education Programs and ensures compliance with federal and state laws and district policies.
- Interprets information and prepares annual reports for the state and School Board.
- Other duties as assigned.

Job Location:	Howard Lake	Company Industry:	Public School
Job Role:	Supervisor	Employment Status:	Full-time 260 days 8 hours
Employment Type:	Employee	Manages Others:	No
Band-Grade-Sub Grade:	D-7-1		
State Job Match Points:	150		

Qualifications:

- * Strong interpersonal skills
- * Excellent computer skills
- * Thoughtful and deliberate decision maker
- * Excellent oral and written communication skills
- * Ability to provide leadership within the schools, district and community
- * Ability to multi-task in fast-paced dynamic environment
- * Excellent organization skills
- * Creative problem solver with conflict resolution skills
- * Motivating and positive with students, staff and community

Career Level:	Mid-Career, Management, Executive/Director	Years of Experience:	[1-3 years]
Degree:	Bachelor's Degree, Master's Degree		
Non-Union			
Approved By: Brad Sellner		Date Approved: 2/19/2015	