

# Red Wing Public Schools Position Description

## Director of Community Education and Recreation

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### General Information

Department:	District Administration and Support
Unit:	District Directors
Immediate Supervisor:	Superintendent
Grade Placement:	26
FLSA Status:	Exempt

### Position Summary

The Director of Community Education and Recreation is responsible for providing leadership, direction, planning and implementation of a comprehensive community education program that serves the lifelong learning needs of the community. Major areas of responsibility include such activities as program development and strategic planning; marketing, community involvement and public relations; budget planning and administration; integration of department programs within the K-12 programs; and oversight of early childhood/preschool, adult and youth enrichment, Adult Basic Education (ABE), school readiness, recreation, facility use, Early Childhood Family Education (ECFE), adults with disabilities, and school age care programming.

### Essential Duties and Responsibilities

1.	<p>Directs and manages the planning, development, evaluation and improvement of the Community Education and recreation goals and objectives.</p> <ul style="list-style-type: none"> <li>a) Oversees and administers the development, operation, registration and ongoing assessment of CE/recreation classes, programs, services and activities. Monitors program operations with respect to community needs, interests, participation and program resources.</li> <li>b) Oversees the development, operation and ongoing assessment of the department.</li> <li>c) Generates and/or oversees the preparation and submission of various district, state and/or federal reports pertaining to Community Education and Recreation operation including statistical summaries/reports or program evaluation reports requested by various agencies.</li> <li>d) Monitors program operations to assure compliance with various local, state or federal laws, requirements or guidelines pertaining to program or fiscal operations.</li> </ul>
2.	<p>Manages, supervises and directs all Community Education and Recreation program staff directly or through designated supervisory (e.g. coordinator) personnel.</p> <ul style="list-style-type: none"> <li>a) Screens, interviews, selects and recommends candidates for supervisory positions and participates in the selection of both licensed and classified positions.</li> <li>b) Provides direction to program supervisors, coordinators and program staff.</li> <li>c) Conducts performance evaluations on all direct reports.</li> <li>d) Controls and determines the design of the department's organizational structure and the assignment of responsibilities and authority within the department.</li> <li>e) Provides for and oversees staff development opportunities for staff to develop their skills.</li> <li>f) Formulates and implements departmental policies and procedures.</li> </ul>

3.	<p>Promotes and communicates Community Education and Recreation programs and services to internal and external audiences. Monitors program operations with respect to community needs, interests, participation and program resources.</p> <ul style="list-style-type: none"> <li>a) Plans and coordinates the advertising, public relations and promotional efforts of the department.</li> <li>b) Maintains relationships with the news media and other communication sources to provide information to the community.</li> <li>g) Integrates community education programs with K-12 to enhance lifelong learning opportunities.</li> <li>c) Participates in civic and community affairs that help foster understanding and support for the overall school district mission, beliefs and strategies.</li> <li>d) Establishes and fosters the development of partnerships between the school and the community including the business community, the college, community organizations, groups or governmental agencies.</li> <li>e) Serves on various local, state or national boards to represent, promote, or keep current concerning developments in the field.</li> </ul>
4.	<p>Plans, develops and monitors the fiscal operations and budgets of Community Education and Recreation.</p> <ul style="list-style-type: none"> <li>a) Develops and oversees the budget and operating costs of the department. Collaborates with department supervisors/program coordinators to determine budgetary needs and requirements.</li> <li>b) Makes recommendations concerning levies and budgets to the Business Manager, Superintendent and the Board.</li> <li>c) Seeks out additional resources and grants from various local, county, state, federal or private sources.</li> <li>d) Seeks out and/or enters into collaborative relationships with other agencies to better meet the needs of the community and make for a more effective use of resources.</li> </ul>
5.	<p>Develops and administers the school district facility use policy and procedures.</p> <ul style="list-style-type: none"> <li>a) Oversees the master schedule of community and school activities to maximize the usage of school facilities.</li> <li>b) Supervises the development and implementation of board approved policies and procedures for facility use.</li> <li>c) Monitors the rental agreements and certificates of insurance for external uses.</li> </ul>
6.	<p>Develops, oversees and facilitates a process of community involvement in the programming and evaluation of Community Education and Recreation programs and services.</p> <ul style="list-style-type: none"> <li>a) Establishes, directs and coordinates the Community Education and Recreation Advisory Council to provide and provide for community involvement and input.</li> <li>b) Assists the Advisory Chair in determining agenda items, committee work assignments and provides training, information and recommendations to the council.</li> <li>c) Prepares reports and materials needed by its members.</li> <li>d) Serves as an ex-officio member of all advisory councils and boards pertaining to the department.</li> <li>e) Oversees the citizen involvement process used in specific program areas by program coordinators.</li> </ul>

7.	Participates in the development of terms and conditions of employment for Community Education and Recreation personnel. Provides cost analysis and costing support to the Business Manager regarding various positions/scenarios or costing of new terms and conditions of employment.
8.	Serves as a member on the Superintendent's management team in addressing district-wide issues, concerns or fiscal matters impacting the district as a whole.
9.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

## Required Education, Training, and Work Experience

Required Education / Training: 2 years of graduate school

Degree Information: Master's Degree

Major Field of Study or Degree Emphasis: Community education, educational leadership, education, or related field.

Required Work Experience: Minimum of 3 years managing community education and/or recreational programming and services

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Minnesota license as a Director of Community Education

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Local state and federal laws/regulations as they pertain to community education programs and services.
- Management and supervisory fundamentals, principles and trends.
- Fundamentals of UFARS accounting and their application and use in budget, fiscal planning, reporting and monitoring of community education programs.
- Procedures, practices and methods in planning, evaluating, and designing educational programs and services.
- District administrative policies and procedures.
- Community education program and service best practices, trends and developments.
- 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.
- Principles, concepts and approaches to public relations, marketing and communications.
- Office equipment and computer applications utilized in the department and district.

## **Essential Skills Required to Perform the Work**

- Developing, formulating, evaluating and implementing community education programs and services.
- Problem-solving and conflict resolution.
- Implementing procedures involved in needs assessment, data collection, measurement and program evaluation tools and techniques, including statistical skills.
- Strategic planning and goal development.
- Negotiating facility use, leases, contracts and agreements in accordance with district administrative policies and procedures.
- 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. 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.
- Strong communication and presentational skills.
- Developing, motivating, and fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials, or managers of other agencies or organizations along with the authority and responsibility for representing the district and speaking on behalf of the organization in community education matters.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 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.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

This is an administrative and management position. Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, vendors, contract providers, administrators, and others that can involve occasional disagreeable human interactions and/or conflicts.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

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