

Community Education Coordinator

District: Stewartville Public School District - ISD #534

Department: Community Education

Reports To: Director of Community Education

Location: Central Education Center

PURPOSE OF JOB

The Community Education Coordinator is responsible for the development, implementation, and daily oversight of lifelong learning opportunities for district residents of all ages. This role serves as a vital bridge between the school district and the community, ensuring that programs, ranging from Early Childhood Family Education (ECFE) and Youth Enrichment to Adult Basic Education (ABE) and senior programming, are inclusive, high-quality, and fiscally responsible.

RESPONSIBILITIES

1. Program Development & Management

- Research, design, and implement a diverse array of classes and activities (Youth, Adult, and Senior) based on community needs and data trends.
- Recruit, interview, and onboard part-time instructors and vendors; ensure all background checks and contracts are completed per district policy.
- Manage facility scheduling for Community Ed programs using district software.

2. Budgeting & Financial Oversight

- Develop and monitor program expenses & revenue to ensure they remain self-supporting or within allocated funds as informed by the community education director.
- Manage fee collection, process refunds, and oversee the procurement of necessary supplies and equipment.
- Assist the Director in preparing data for the MDE Community Education Annual Report.

3. Communication & Community Outreach

- Lead the production of the seasonal Community Education catalog (Fall/Winter & Spring/Summer).

- Maintain the department’s digital presence, including social media, district website updates, and email newsletters.
- Act as a liaison to the Community Education Advisory Council, preparing reports and implementing council recommendations.
- Foster partnerships with local municipalities, non-profits, and businesses to maximize resource sharing.

4. Compliance & Administration

- Ensure all programs adhere to Minnesota State Statutes regarding Community Education with the guidance of the community education director.
 - Maintain accurate records of participation, demographics, and program evaluations to drive continuous improvement.
-

JOB QUALIFICATIONS

Required Qualifications:

- **Education:** Bachelor’s degree in Education, Community Education, Parks and Recreation, Public Administration, or a related field.
- **Skills:**
 - Proficiency in office productivity software and specialized registration/facility-use platforms.
 - Strong interpersonal skills with the ability to communicate effectively with diverse stakeholders.
 - Proven organizational skills and the ability to manage multiple projects with competing deadlines.

Preferred Qualifications:

- **Experience:** 2–3 years of experience in program coordination, preferably within a public school setting or non-profit environment.
 - **Language:** Multilingual skills relevant to the district's demographic.
 - **Knowledge:** Familiarity with Minnesota's Community Education funding streams (Youth Service, ECFE, School-Age Care, etc.).
-

Director's Note: In Minnesota, our Community Education programs are often the primary way "non-parent" taxpayers interact with our schools. We need someone who understands that every class we offer is an opportunity to build public support for the entire district.