
BLOOMINGTON PUBLIC SCHOOLS

Job Description: Learning Exchange (LE) Coordinator

Position Information

- **Job Title:** Learning Exchange Coordinator
- **Reports to:** Director of Adult Basic Education
- **Classification:** 10-month position
- **Revision Date:** January 12, 2026 (Updated from 1-27-16)

Job Purpose / Position Summary

The Learning Exchange Coordinator is responsible for creating, administering, and leading customized community education classes for adults with disabilities. This role also serves as the primary liaison for adults with disabilities seeking accommodations in general Community Education classes within the Bloomington and Richfield communities.

Duties and Responsibilities

(Percentages indicate the approximate time spent on each area of responsibility.)

1. Instructional Leadership & Program Delivery (42%)

- **Class Instruction:** Personally lead and instruct a significant portion of the program's offerings (approximately 42% of total class hours).
- **Curriculum Development:** Create and design original class curriculum, handouts, and instructional materials.
- **Classroom Management:** Attend all classes to ensure safety and quality. Arrive early to prepare facilities, post directional signage, manage attendance/rosters, and handle logistics for non-registered arrivals.
- **Participant Safety:** Remain on-site with participants at the conclusion of every class until TRAIL or other designated transportation arrives.

2. Program Development & Administration (20%)

- **Course Planning:** Determine class content, descriptions, and pricing for three seasonal catalogs annually.
- **Facility Management:** Procure and schedule appropriate meeting spaces for all

activities.

- **Registration Oversight:** Monitor enrollment levels and manage waitlists.

3. Community Coordination & Partnerships (15%)

- **Inter-City Collaboration:** Coordinate Learning Exchange activities with Adaptive Recreation (AR&LE) departments across the four partner cities.
- **Committee Leadership:** Lead and facilitate the Learning Exchange Advisory Partners (LEAP) Committee.
- **Transportation Liaison:** Act as the primary point of contact for CEND, CTIC, and TRAIL to coordinate participant transportation.

4. Volunteer Management (10%)

- **Recruitment & Training:** Identify, recruit, and train volunteers to assist in classroom settings.
- **Retention:** Monitor volunteer engagement levels and organize annual recognition events.

5. Staff Supervision & Budgeting (7%)

- **Staffing:** Recruit, hire, train, and evaluate contract instructors.
- **Financial Oversight:** Develop and monitor the annual program budget to ensure fiscal responsibility.

6. Publicity & Outreach (6%)

- **Design:** Utilize **Canva** to create professional class flyers (3x per year) and a program newsletter.
- **Public Speaking:** Conduct community presentations to recruit learners and volunteers.
- **Liaison Services:** Provide information and referrals for adults with disabilities seeking accommodations in standard Community Education classes.

Qualifications & Skills

- **Education:** Bachelor's Degree in a related field (Education, Social Work, Special Education, or similar).
- **Experience:** * Minimum 2 years in program coordination.
 - Minimum 2 years of experience coordinating and managing volunteers.
- **Technical Proficiency:** Professional experience with **Canva** for marketing design and basic computer proficiency (Email, Word, Excel).
- **Core Competencies:** Strategic planning, partnership formation, public speaking, and curriculum development.

Physical Requirements

- Ability to stand, sit, and walk for extended periods during classes.
 - Must be able to lift and carry up to 25 pounds (supplies and equipment).
 - Requires manual dexterity for classroom setup and instructional activities.
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