

Rosemount-Apple Valley-Eagan School District 196
Job Description

Title: Community Education Manager
Department: Community Education
Reports to: Director of Community Education
Classification: NDCO 15
Exempt Status: Exempt

Job Summary: The Community Education Manager provides strategic leadership and data-informed direction to guide continuous systems improvement and execute the department's operational plan. Grounded in a commitment to fostering a culture of lifelong learning, this role builds and maintains effective relationships across the school district and community to support collaboration. The Manager administers assigned programs, identifies areas for programmatic growth, and utilizes data to inform decision-making and advance department initiatives.

Duties and Responsibilities

Operational Leadership and Systems Improvement

- Lead the Community Education team in the execution, monitoring and continuous improvement of the department's operational plan.
- Proactively identify areas for operational and programmatic improvement, conduct relevant research and provide data-supported recommendations to the Director.
- Implement systems-level improvements to increase organizational efficiency, quality service and ensure resource management aligns with district and department goals.

Budget, Resources, and Operations

- Develop, monitor, and analyze budgets for assigned program areas, ensuring responsible management of district resources with absolute integrity.
- Monitor revenues, expenditures, staff costs and budget variances; recommend adjustments to maintain fiscal sustainability.
- Oversee and administer comprehensive financial processes - including purchasing, payments, fee structures, invoicing, and revenue collection - ensuring accuracy, timeliness, and adherence to internal controls.
- Administer, implement and evaluate District operations and regulations to effectively serve the public and support the district; recommend updates as needed.
- Ensure all scheduling plans align with organizational efficiency goals and resource management to maximize customer service.
- Supervise and optimize all aspects of processes related to areas of assigned responsibility.
- Manage, implement, and maintain efficient computerized systems to ensure accurate schedules and information for community participants, Community Education staff, and school staff.
- Assess and manage technological needs related to the department and recommend improvements.

Data Analysis and Program Evaluation

- Utilize data management systems to continuously analyze program trends and performance, establish measurable goals, and drive informed strategic decision-making to advance the department.
- Prepare, analyze, and maintain Community Education records and reports; make continuous evaluations of programs and services offered to support decision making.
- Provide leadership and general administrative responsibility for planning, coordination, implementation, marketing, reporting, and evaluation of Community Education programs using a community-centered approach.

Supporting Staff and Leadership

- Recruit, supervise, and conduct staff hiring, orientation, development, and evaluation of program staff.
- Assess staff needs to design and provide differentiated professional development plans to build capacity and performance.
- Secure targeted internal and external training resources aligned with department goals.

Relationship-Building and Community Collaboration

- Serve as a primary liaison for the department by establishing and maintaining effective relationships across the school district and local community to support department initiatives.
- Develop and nurture productive relationships, communication, and cooperative planning with administrators, media/technology staff, facilities and grounds staff, custodial staff, and community agencies to foster strong collaboration.
- Collaborate with community agencies to offer diverse programs and services to the community, maximize use of district facilities, and promote equitable access for all.
- Support and maintain effective advisory councils and/or committees for program areas.
- Serve as a member of the Administrative Team of Community Education and on district-wide committees as assigned by the Director.
- Perform other duties as assigned by the Director of Community Education.

Education and/or Experience

- Bachelor's degree in Community Education or related field (master's degree preferred)
- Minimum five years' management experience in Community Education or related field
- Experience in planning, facilitating, and leading professional development sessions

Knowledge, Skills & Abilities

- Proficient in working with a culturally, ethnically, racially and socioeconomically diverse school community
- Knowledge of ISD 196 community sufficient to develop and maintain Community Education programs for district residents
- Ability to assess needs, develop and manage effective programs serving children, adults, families and community groups
- Ability to analyze complex data to make informed decisions and present actionable recommendations to leadership
- Ability to lead teams through the implementation and monitoring of comprehensive operational plans
- Ability to build and maintain effective working relationships, fostering trust and alignment among diverse district and community stakeholders.
- Ability to establish and work effectively with Community Education advisory councils and committees
- Ability to recruit, train, supervise and motivate a variety of Community Education staff including office personnel
- Ability to build positive relationships and work effectively with diverse adult learners and educators
- Skilled in resolving conflicts and fostering inclusive, collaborative environments
- Understanding of systems and organizational change, with experience leading and aligning efforts
- Ability to collaborate with others in establishing and maintaining a shared vision
- Ability to seamlessly shift between vision-setting and detailed project execution
- Capacity to meet timelines, direct work teams, and delegate tasks appropriately
- Strong meeting facilitation and team leadership skills
- Excellent problem-solving skills and adaptability in dynamic situations
- Strong interpersonal, organizational, and communication skills
- Strong initiative, high energy, and enthusiasm for educational leadership
- Ability to manage technology systems that support the development, registration, and delivery of Community Education programs
- Commitment to continuous professional growth and improvement

Physical Demands:

- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of sitting while working with computers
- Position involves repetitive motions with operation of computers or other technology equipment
- Position involves occasional lifting up to 10 pounds of office supplies or mail

Work Environment

- Normal office conditions
- Position may travel between buildings as needed