



Duluth

Public Schools

**Community Education
Director**

The Duluth Public School's Community Education Office is committed to providing lifelong learning opportunities that complement and support educational programs. The Community Education Office provides opportunities for all ages through classes and activities which serve social, recreational, enrichment and academic needs.

The Position

The Community Education Director is a key member of the Duluth School District's leadership team. This role exists to provide leadership in developing and implementing innovative community-based programs as well as comprehensive marketing and communication strategies to publicize Community Education programs district and community wide. Responsibilities include managing a fiscally-responsible Community Education budget aligned with program goals and community needs, planning and implementing a diverse range of high-quality programs and services across the district, developing and nurturing strong collaborative relationships with city and county departments, local non-profit agencies and business and community organizations. Further, our Community Education Director provides leadership and supervision along with comprehensive training to all staff district-wide including specialist teachers, supervisors, coordinators and adult education instructors. Duluth Public Schools strives to provide our students with a world class education, complete with state of the art technology, curriculum, opportunities and outstanding instructors. That said, the Community Education Director shall work to use a variety of platforms to reach diverse audiences to ensure the long-term sustainability and growth of the Community Education Program and by working in partnership with community groups and advisory councils to address community needs.

This is an independent contract position that reports directly to the Assistant Superintendent. The Community Education Director manages leadership in several departments in addition to Community Education including Adult Education, Early Childhood, and Headstart.

The Ideal Candidate

The ideal candidate will have demonstrated experience in strategic planning, data analysis and technology integration leadership, project management, strategic thinking, communication, relationship building, and an unwavering commitment to provide enrichment courses to adults and youth that meet the diverse needs of the community. Additional requirements include excellent fiscal accountability, recruitment and retention of a staff with a focus on team building and professional development, fostering collaboration and innovation, superb attention to detail, be a proven leader in developing innovative community-based programming, and be willing to roll up their sleeves and dive into the weeds when needed. Experience in working across multi-functional teams in a fast paced work environment is a must! The position requires an individual who also possesses a willingness to identify problems and demonstrates the flexibility to address changes in the community education field in a timely and effective manner.

As a leader and mentor who is dedicated to excellence, the Community Education Director will be a thoughtful advisor who anticipates issues and looks for innovative ways to solve systemic problems and who sees their role as being an important part of the District's leadership team.

The Community Education Director will possess a balance of assertiveness and diplomacy, be a good listener, fair-minded, and be willing to discuss various matters candidly. This position requires a person capable of operating with significant independence and initiative, while being adept at innovative problem-solving. This is a position of public trust and transparency; personal integrity and ethics must be beyond reproach.

What we are looking for.

Community Education

Community Education oversees planning initiatives to ensure long-term sustainability and growth of the Community Education Program. The department develops and nurtures strong collaborative relationships with community partners to provide adult and youth enrichment courses that provide educational and recreational community needs.

Services include:

- Adult and Youth Enrichment
 - Provides hundreds of evening classes providing a diverse source for lifelong learning opportunities for adults who want to earn new skills, explores new interests or enrich their personal and professional lives.
 - Engages and energizes students through after school activities that support learning, creativity and academic success by encouraging students to pursue skills and develop meaningful relationships with adults and peers.
- Duluth Adult Education
 - Provides adults with educational opportunities to acquire and improve literacy skills needed to become self-sufficient and participate effectively in their community.
- Facilities Use Coordination and Safe Routes to Schools
 - Utilizing District and community spaces to hold adult and youth enrichment courses.
 - Fosters relationships between District and community partners to address infrastructure projects to encourage biking and walking to public schools.
- KeyZone
 - A collaborative between Duluth Public Schools Duluth YMCA to provide a safe and supervised environment for youth to receive educational support and participate in enrichment activities.
- Early Childhood
 - Creating an inclusive environment where students from diverse backgrounds can learn together, foster mutual respect, and develop collaborative skills at an early age.
 - Programming includes Preschool/Head Start, Early Childhood Family Education and Early Childhood Special Education.

Our District

Duluth Public Schools are working to inspire every student to achieve their potential and preparing students to lead productive, fulfilling lives as citizens of Duluth and the wider world.

District Profile:

Total district enrollment:	8000
Total licensed staff:	787
Total classified staff:	501

Schools:

- 9 Elementary Schools
- 2 Middle Schools
- 2 High Schools
- 1 Area Learning Center (Alternative High School)
- 1 Online High School
- 5 Residential/Day Treatment locations
- Additional programming including Duluth Adult Education/GED, Early Childhood Services, and Community Education.



Community Vision and Priorities

We will build on our shared beliefs and values of unity, high achievement and responsible use of resources to create Duluth Public Schools and classrooms that are safe, supportive and inclusive. We will work to inspire every student to achieve their potential, and prepare students to lead productive, fulfilling lives as citizens of Duluth and the wider world.

Who we are.



Our Community

Duluth, or Onigamiising in Ojibwe, is the seat of St. Louis County, the largest city in the northern two-thirds of Minnesota, and the fourth largest city in the state. It is located on the western tip of Lake Superior and its city limits encompass 67 square miles of land and nearly 50 square miles of water. It is part of the Twin Ports metropolitan statistical area which includes all of Wisconsin's Douglas County, and Minnesota's Carlton, Lake, and Saint Louis counties which boasts a population of 291,638, ranked as the 170th largest metropolitan area in the United States.

The City of Duluth is a major port city in Minnesota and serves as the county seat of Saint Louis County. Duluth has a population of 86,293 and is the fourth largest city in Minnesota. Situated on a hillside along Lake Superior's north shore, Duluth is 23 miles long and eight miles wide at its broadest point. It is considered a regional center for Northern Minnesota, Northwest Wisconsin, Upper Michigan, and Lower Ontario. The City is built into a steep rocky hillside, with an elevation change of approximately 900 feet, and temperatures and weather that can vary greatly from season to season and even day to day, due to the proximity of Lake Superior (Kitchi Gammi).

After years of building economic diversity, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. Duluth has long been recognized as an innovative region that is supported by a wide variety of services and industries, including the largest, farthest inland freshwater port, the Port of Duluth-Superior.

With 100,000 acres of green space alongside the shores of Lake Superior, Duluth embraces its four seasons with pride. Our waterfront location makes Duluth a premier destination for recreation and entertainment, with miles of water, beach and trails for water skiing, boating, fishing, and other adventure activities. Duluth has been voted Outside magazine's best outdoors town in America, and was ranked in the 2021 top 10 Remote-Ready Cities in the US by Livability, providing 129 municipal parks with a total of 6,834 acres of city parkland. The City provides 150 miles of unpaved hiking trails, 85 miles of bike-optimized, multi-use trails, and 30 miles of paved, accessible trails. The City is home to 2 ski hills, 16 designated trout streams and Lake Superior, the world's largest freshwater lake by surface area. Outdoor tourism is a major part of the city's economy with approximately 6.7 million people visiting Duluth annually.

The city also boasts a vibrant arts culture, home to art museums, theater, and numerous festivals throughout the year. It is the home of two colleges and a university whose local sports teams include nationally ranked and championship teams.



Compensation & Benefits

The annual salary for this position is dependent upon the background and qualifications of the successful candidate with a range of \$109,928- \$128,111.

The Duluth School District offers an excellent, competitive and comprehensive benefits program which includes medical, prescription drug, dental, life, and disability coverage. A pension plan, tax sheltered annuities program, flexible spending accounts (FSA), health care savings plan, and employee assistance program round out the District's robust benefits program. The District also has generous provisions for vacation, holidays, family and medical leave, and other types of paid and unpaid leave.

Work Schedule

Typical work schedule - 8:00 a.m. to 5:00 p.m. This position will include evening and after-hours meetings and events.

Holidays - 12 fixed per year.

Vacation - Starting at 20 days of vacation per year.

Pension Plan

Minnesota Public Employees Retirement Association (PERA).

Retirement Savings Plans

Retirement savings plans are available at the employee's option.

Health Benefits

The District pays a significant portion of the premium for medical hospitalization, dental and prescription coverage for employees and dependents and offers Health Reimbursement Account (HRA) funding. Section 125 (Flexible Spending Account) — employees may participate on a pre-tax basis for daycare and medical expense reimbursement.

Life Insurance

Policy value of \$50,000.

This position is Exempt from FLSA (Fair Labor and Standards Act),
does not qualify for overtime compensation.



What we offer.

Minimum Qualifications

The position requires a commitment to uphold Duluth Public School's values, belief that all children deserve a rigorous and equitable education that prepares them for college and for life. This position calls for substantial experience providing strategic direction and visionary leadership that fosters a culture of lifelong learning and community engagement. It is preferable that candidates have extensive public forum exposure requiring the strongest of communications and management skills.

Demonstrated expertise and experience managing staff in community-based programs is strongly preferred. Candidates must have a strong management and leadership presence, well-developed decision making and follow-up abilities and be able to function in a team-oriented environment. Assistance to and continuous exposure in dealing with the Duluth School Board, community and family groups will require high levels of patience. The ability to effectively manage multiple, and sometimes competing priorities as well as lead and motivate team members is essential.

Required education and work experience includes:

A minimum of a baccalaureate degree in Community Education, education or a closely-related field and at least five years of experience as a community education director or assistant community education director in a large urban or diverse school district.

Community Education Director's license issued by the Minnesota Department of Education.

Please visit <https://www.isd709.org/departments/human-resources/job-opportunities/index> for additional duties and requirements.

Application & Selection Process

To be considered, please submit an online application through the District's website. Include a resume, cover letter, and proof of education.

A limited number of the best-qualified candidates - based on the information provided on the application and attachments — will be invited to participate in the selection process. Selection for this position may include an initial screening and an oral board interview to establish top candidacy for the final selection.

For more information, contact Theresa Severance, Executive Director of Human Resources at theresa.severance@isd709.org.

**DULUTH PUBLIC SCHOOLS IS AN
EQUAL OPPORTUNITY EMPLOYER.**

<https://www.isd709.org/>