POSITION DESCRIPTION

Position: **Senior Director of Community Education**

Purpose: Serve as a district level leader providing strategic leadership and vision for the school district's comprehensive community education program. Lead transformational initiatives that create seamless life and learning connections, foster cross-sector partnerships, and develop innovative programming that serves all learners across the lifespan. Champion educational equity, cultural competency, and community engagement to ensure programs reflect and respond to our community's evolving demographic landscape and diverse needs.

Reporting Relationships
Reports to: Executive Director of Community Learning and Ecosystem Development
Direct Reports: Manages 200+ FTE across multiple program areas and an $8M+ annual budget

Organizational Impact
Internal: All district employees, students, and families
External: Community members, regional partners, industry stakeholders, government entities, and nonprofit organizations

Position Qualifications
Education/Certification
- Master's degree in education, community education, educational leadership, or related field required
- Community Education Director licensure required or eligibility for certification

Experience
- Minimum ten years of progressive leadership experience in community education, educational administration, or related fields
- Demonstrated success in executive-level strategic planning, organizational transformation, and change management
- Proven track record in developing and managing multi-million dollar budgets with complex funding streams
- Experience building and sustaining cross-sector partnerships with business, government, nonprofit, and educational institutions
- Evidence of entrepreneurial program development and revenue generation

Core Competencies
- Strategic visioning and systems thinking with ability to translate vision into actionable strategic initiatives
- Exceptional leadership presence and communication skills with diverse internal and external stakeholders

- Demonstrated commitment to equity, cultural competency, and creating racially inclusive environments
- Advanced data analysis skills with ability to use data for strategic decision-making and continuous improvement
- Expertise in community development, partnership cultivation, and collective impact frameworks
- Strong political acumen and ability to navigate complex organizational systems
- Innovation mindset with ability to identify emerging trends and adapt programming accordingly
- Competency in technology integration, digital equity, and leveraging technology as an amplifier of human learning

District Mission Alignment
All positions are designed to support the MISSION of the Eden Prairie School District:
To inspire EACH student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world.

Essential Responsibilities

1. **Strategic Leadership.** Serve as a key member of the Administrative Leadership Team contributing to district-wide strategic planning, policy development, and organizational decision-making. Provide thought leadership on community engagement, lifelong learning, and innovative community education delivery models. Champion community education priorities within district strategic initiatives and ensure alignment with district mission and vision. Represent the district at regional, state, and national forums to advance community education best practices.
   RESULT: Community education is positioned as a strategic district priority with influence on organizational direction and resource allocation.

2. **Organizational Leadership & Talent Development.** Provide visionary leadership to 200+ FTE across diverse program areas including early childhood education, school-age care, adult enrichment, youth programming, and specialized services. Build and mentor high-performing leadership teams capable of executing strategic priorities. Create professional development systems that enhance staff competencies in equity, cultural responsiveness, innovation, and customer service excellence. Foster a collaborative, inclusive work environment that values diversity, promotes employee wellbeing, and supports professional growth. Implement performance management systems aligned with organizational goals and community impact metrics.
   RESULT: A highly skilled, motivated workforce equipped to deliver exceptional programs and services while advancing equity and innovation goals.

3. **Equity, Access & Cultural Responsiveness.** Lead efforts to ensure community education programs reflect and serve the community's evolving demographic diversity. Eliminate barriers to program access through strategic pricing models, scholarship programs,

transportation solutions, and culturally responsive programming. Implement equity audits and use disaggregated data to identify and address opportunity gaps. Develop staff capacity for cultural competency and anti-racist practices. Create intentional pathways for underserved populations to access educational opportunities, career exploration, and community engagement.
RESULT: Community education programs that are accessible, culturally responsive, and effectively serve all community members, with measurable progress toward closing opportunity gaps.

4. **Strategic Communications & Community Engagement.** Develop and execute comprehensive communication strategies that effectively reach diverse community segments through multiple channels. Lead community needs assessment processes that inform program planning and resource allocation. Facilitate meaningful engagement with the Community Education Advisory Council and other stakeholder groups. Build district visibility and reputation as a community education leader through media engagement, public speaking, and thought leadership. Ensure all communications are accessible, culturally relevant, and available in languages that serve community members.
RESULT: Strong community awareness and engagement with community education programs, with robust feedback loops that continuously improve service delivery.

5. **Financial Stewardship & Resource Development.** Provide strategic oversight of an $8M+ annual budget encompassing multiple revenue streams including levy funds, program fees, grants, and partnership contributions. Develop data-driven budget models that balance program sustainability, accessibility, and innovation. Lead grant development and management processes to secure external funding for strategic initiatives. Implement cost-benefit analysis frameworks for program evaluation and investment decisions. Ensure financial transparency, compliance with regulations, and alignment with district financial policies.
RESULT: Sound financial management that ensures program sustainability, maximizes community impact, and generates additional resources for district priorities.

6. **Technology Integration & Digital Innovation.** Champion technology as an amplifier of human learning and connection rather than a replacement for human interaction. Oversee implementation of registration systems, data management platforms, and digital communication tools that enhance customer experience. Balance innovation with digital wellbeing considerations, particularly for youth programming. Guide staff in leveraging technology to expand program reach, improve operational efficiency, and enhance learning outcomes.
RESULT: Strategic technology integration that enhances program quality, operational effectiveness, and community access while maintaining focus on human connection and wellbeing.

7. **Data-Driven Decision Making & Continuous Improvement.** Establish comprehensive data systems and evaluation frameworks that measure program quality, community impact, participant outcomes, and return on investment. Lead regular program assessments using quantitative and qualitative data to inform strategic decisions. Implement continuous improvement processes that respond to changing community needs, participant feedback, and industry trends. Develop dashboards and reporting mechanisms that provide transparency to stakeholders and demonstrate value to the community and school board.
    RESULT: Evidence-based programming supported by robust data systems that demonstrate impact and guide continuous improvement.

8. **Other duties as assigned by the Executive Director of Community Learning and Ecosystem Development.**

Standard Measures of Accomplishment
- Strategic initiatives and leadership advance district mission and strengthen community education's role in achieving organizational priorities.
- Community Education program areas ensure quality and responsiveness to community needs.
- Program portfolio demonstrates innovation, sustainability, and responsiveness to community needs with evidence of positive participant outcomes.
- Staff demonstrate high levels of engagement, professional growth, and capacity to deliver quality programs.
- Equity metrics show progress toward eliminating opportunity gaps and increasing participation among underserved populations.
- Community awareness and satisfaction with community education programs meet or exceed established benchmarks.
- Financial management demonstrates sound stewardship with balanced budgets, diversified revenue streams, and sustainable program models.
- Technology integration enhances program quality and operational effectiveness while maintaining digital equity.
- Data systems provide actionable insights that drive continuous improvement and demonstrate program impact.

Position Disclaimer: This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment
    Classification: AST H
    Weeks per year: 52
    Days per year: 260

Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by a written agreement between the AST employee group and the Eden Prairie School District.

Evaluation

The performance improvement process will be implemented with the Executive Director of Community Learning and Ecosystem Development, focusing on strategic goal achievement, leadership effectiveness, and measurable community impact.