Edina Public School
Position Description

Section I: General Information

Position Title: Woodshop Lead	**Department:** Community Education
Immediate Supervisor: Program Director Supervisor of Community Engagement and Purpose Learning	**FLSA Status:** Non-Exempt
Position Summary: With the focus to support and advance the Edina Public Schools' mission, vision, and core values, the Woodshop Lead assists with the development of comprehensive programming that maximizes the use of the community woodshop. The Woodshop Lead fosters a safe and welcoming environment for adults participating in woodshop activities.	

Section II: Essential Duties and Responsibilities

Manages woodshop classes, program logistics, and staffing and equipment needs.

- Identifies woodshop equipment maintenance needs and monitors woodshop programming to ensure safety.
- Collaborates with supervisor to schedule regular maintenance and repair for equipment.
- Monitors the annual woodshop budget and maintains records as required.
- Assists in the recruitment of qualified instructors for classes and programs.
- Monitors and assists adults with activities when appropriate.
- Models and guides adults in woodworking activities appropriate for experience levels.

Works with Community Education staff to develop woodshop programs and offerings.

- Contributes to the development and maintenance of an array of programming for new and experienced woodworkers.
- Markets woodshop programming to the wider community and serves as a representative of woodshop and community education programming.
- Provides interested community members with an introduction to woodshop.
- Conducts assessments and evaluations of current programming. Gathers feedback and input from stakeholders to develop new programming that meets community needs.

Performs other duties of a comparable level or type, as required.

- Communicates the district's vision, mission, core values and beliefs and provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise and knowledge.
- Attends training sessions, conferences, seminars, district, and departmental meetings as required. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Building effective relationships with community stakeholders.
- Ensuring the use of culturally competent practices to meet the needs of each and every student.

- Providing exemplary customer service to internal and external customers.
- Following written and verbal directions and working independently.
- Prioritizing tasks and performing work duties requiring attention to detail and accuracy.
- Using professional judgment while handling issues in accordance with policies and procedures.
- Planning and implementing woodworking courses and activities in accordance with Community Education program guidelines and standards.
- Identifying and working to resolve maintenance issues.
- Using woodworking tools and machinery required for woodshop courses and required daily work.
- Understanding, following, and explaining safety procedures.

Section IV: Minimum Work Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	High school diploma or equivalent. Minimum of two (2) years of experience in a woodworking field.

Section V: Physical Position Requirements

Physical Activities									
Amount of Time Spent	**None**	**33% Occasionally**	**34-67% Frequently**	**68-100% Continuously**	**Physical Lift, Carry, Exert**	**None**	**33% Occasionally**	**34-67% Frequently**	**68-100% Continuously**
Stand				x	**Up to 10 pounds**				x
Walk			x		**Up to 25 pounds**		x		
Sit		x			**Up to 50 pounds**	x			
Use hands to finger, handle or feel				x	**Up to 100 pounds**	x			
Reach with hands and arms			x						
Climb or balance		x							
Stoop, kneel, crouch or crawl			x						
Talk or hear				x					
Taste or smell	x								

Classification History: Job description created by ISD 273 Human Resources 12.2023.