

ISD 701

Director of Community Education & Early Childhood Education

48 - Week Position

Position Summary

The Director of Community Education and Early Childhood Education provides strategic leadership, vision, and oversight for the district's comprehensive community education and early childhood programming. This includes ECFE, School Readiness, early learning initiatives, and lifelong learning opportunities for youth, adults, and families.

Grounded in a commitment to lifelong learning and community engagement, this role leads program development, ensures compliance with Minnesota Department of Education requirements, manages budgets and operations, and fosters strong partnerships across the district and community.

Reports to Superintendent

Key Responsibilities

1. Leadership & Program Development

- Provide leadership for the planning, implementation, and continuous improvement of Community Education and early childhood programs
- Develop and evaluate programs for early childhood, youth, adult learners, and families based on community needs assessments
- Establish short- and long-term program goals aligned with district priorities
- Ensure programs are accessible, equitable, and responsive to community needs

2. Early Childhood(School Readiness) & ECFE

- Collaborate with the Washington Elementary Principal to support Early Childhood - School Readiness
- Lead ECFE and related early learning programs
- Oversee and coordinate the district's early childhood screening program
- Ensure compliance with all state ECFE and early childhood requirements, including reporting and Parent Aware standards
- Support development and implementation of early childhood curriculum and family engagement programming in collaboration with the Administrator assigned to PK curriculum & assessment
- Collaborate with families and staff to ensure children's developmental and educational needs are met

3. Community Education Programming

- Provide leadership, development, and oversight of a comprehensive Community Education program that serves learners of all ages
- Ensure programming is responsive to community needs, accessible, and aligned with district priorities

Youth Development & Enrichment

- Oversee after-school and summer programming including academic enrichment, STEM, arts, athletics, recreation, leadership, camps, and after-school programming.
- Provide leadership for school-age care programs that offer safe, structured childcare for students

Adult Enrichment & Lifelong Learning

- Develop, coordinate, and promote adult lifelong learning opportunities that support wellness, personal growth, recreation, technology skills, financial literacy, and enrichment interests, such as classes in arts and crafts, hobbies, languages, culinary arts, music, dance, and health and wellness.

Adult Basic Education (ABE)

- Collaborate with regional partners to support Adult Basic Education programming, such as GED preparation, literacy, English Language Learning (ELL), citizenship, workforce readiness, and diploma completion programs.

Aquatics & Recreation

- Coordinate and oversee aquatics programming, such as swimming lessons, water safety instruction, aquatic fitness, open swim opportunities, and pool operations that support community wellness and engagement.
- Develop, coordinate, and evaluate community-based recreational and enrichment opportunities, such as fitness and wellness activities, adult sports leagues, trips and tours, open recreation, and community theater programming.

Youth and Adult Services for Specialized Populations

- Programming for seniors, adults with disabilities, culturally responsive programming, and targeted community support services.

4. Staff Supervision & Leadership

- Recruit, hire, supervise, and evaluate Community Education and early childhood staff in collaboration with the Washington Elementary Principal
- Provide professional development and ongoing support to staff
- Establish staffing plans, schedules, and expectations for programming
- Foster a collaborative, inclusive, and high-performing team culture

5. Budget & Financial Management

- Develop, monitor, and manage budgets for Community Education and early childhood programs
- Oversee revenues, expenditures, fee structures, and financial processes to ensure fiscal responsibility
- Manage tuition rates, scholarships, and funding sources including state aid and grants

6. Operations & Systems Management

- Lead operational planning, implementation, and continuous improvement efforts
- Coordinate and execute all scheduling, registration, and program logistics functions for programming
- Ensure efficient systems for communication, data management, and service delivery
- Evaluate and improve processes to enhance program quality and customer service

7. Data, Reporting & Compliance

- Collect, analyze, and use data to inform decision-making and program improvements in collaboration with the Administrator assigned to PK curriculum & assessment
- Prepare and submit all required state and district reports, including ECFE and School Readiness, and Voluntary Prekindergarten reporting
- Conduct community needs assessments and program evaluations
- Ensure compliance with Minnesota statutes, MDE requirements, and district policies

8. Community Engagement & Partnerships

- Serve as a liaison between the school district and the community
- Build and maintain partnerships with local agencies, organizations, and stakeholders
- Lead advisory councils and community-based committees (e.g., ECFE Advisory Council)
- Promote programs through outreach, marketing, and community communication

9. Collaboration & Strategic Leadership

- Participate in district leadership teams and strategic planning initiatives
- Collaborate with administrators, teachers, and community partners to align programming
- Lead or participate in regional and state early childhood initiatives and meetings

10. Facilities Use & Scheduling

- Oversee the scheduling and coordination of district facilities for non-school activities, including community education programs, youth and adult organizations, and external groups
- Ensure equitable access to facilities while prioritizing district needs and maintaining compliance with district policies and procedures
- Develop and manage facility use schedules to maximize efficiency and community access
- Establish and communicate procedures for facility rentals, including applications, approvals, fees, and usage guidelines
- Collaborate with building administrators, custodial, technical, and maintenance staff to ensure proper supervision, setup, and care of facilities
- Monitor facility use to ensure safety, security, and appropriate supervision during all non-school activities
- Evaluate facility use practices and recommend improvements to enhance efficiency, customer service, and revenue generation

11. Perform other duties as assigned by the Superintendent

Qualifications

Education & Licensure

- Minimum of Bachelor's degree
- Master's degree in education, leadership, community education, or related field preferred
- Valid Minnesota Director of Community Education license required

Experience

- Minimum of five years of leadership experience in Community Education, Early Childhood, or related field
- Experience with program development, staff supervision, and budget management
- Experience working with diverse populations and community-based programming

Knowledge, Skills & Abilities

- Strong leadership, organizational, and communication skills
- Ability to analyze data and make informed decisions
- Knowledge of early childhood development and family education practices
- Ability to build relationships and collaborate with diverse stakeholders
- Skill in managing complex programs, budgets, and systems
- Commitment to equity, inclusion, and lifelong learning

Working Conditions

- 48 week position with occasional evening and weekend responsibilities
- Travel between district sites and community locations as needed
- Office and program-based work environments

Physical Requirements

- Ability to sit, stand, communicate, and use technology for extended periods
- Occasional lifting of light materials

Summary

This position plays a critical leadership role in connecting schools, families, and the broader community by providing high-quality, accessible programming that supports learners of all ages—beginning in early childhood and extending throughout life.