**POSITION DESCRIPTION**

**Position Title:** Manager, Roseville Area Learning Center  
**Date:** May 2019

**Department:** Community Education  
**Location:** Fairview

**Accountable To:** Director of Community Education

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**Primary Objectives of Position**

To administer a multi-leveled Adult High School program (which includes the following areas: Roseville Area Learning Center, English Language, Dually Enrolled, GED, Adult Competency Based Diploma and summer school) to ensure effective provision of basic educational opportunities for adults.

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**MAJOR AREAS OF RESPONSIBILITY**

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<th>Area</th>
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<td>Plan, organize, and direct the implementation of a district wide community education Roseville Area Learning Center.</td>
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<td>Recruit, interview and recommend the hiring, continuation of employment and, when appropriate, discharge of staff both licensed and non-licensed.</td>
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<td>Supervise program, support and supervisory staff by providing work direction and assignments, conducting performance reviews, and staff development.</td>
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<td>Develop, recommend and manage program budgets; allocate resources equitably and efficiently including approval of expenditures.</td>
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<td>Oversite of Pearson Testing Center.</td>
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<td>Seeks funding through grants and other revenue sources.</td>
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<td>Collaborate with teachers, administrators, adult students and others stakeholders for the purpose of implementing and maintain a quality program.</td>
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<td>Coordinate public relations outreach efforts to stimulate community interest and involvement in programs.</td>
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<td>Establish annual goals and objectives in connection with Roseville Area Schools’ priorities and community needs, review ongoing process and evaluate program effectiveness.</td>
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<td>Collaborate with community partners to plan, organize and implement the Annual Career &amp; Job Fair.</td>
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<td>Participate in and help lead Metro East consortium wide efforts.</td>
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Initiate and maintain partnerships and cooperative relationships within the school district, private and public agencies, and organizations to meet community needs.

Ensure that the Roseville Area Learning Center curriculum meets the district’s standards and graduation requirements, is consistent with the high quality required for a Roseville Area High School diploma, and prepares students for their future life roles.

Maintains knowledge regarding national and local legislative issues and promotes a position which positively represents Community Education and Roseville Area Schools.

Develops appropriate program procedures and maintains accurate program records for local, state and national reporting.

Provide leadership as a member of the department administrative team.

Build and maintain positive work climate.

Keeps the Director of Community Education informed of important developments.

Additional duties as assigned.

MINIMUM QUALIFICATIONS

Qualified candidates will hold a Master’s degree in education related area and have three years of experience in Adult Basic Education as a leader, with experience in professional development, curriculum, collaborations, budgeting and managing personnel.

Candidate must have experience in Adult Learning, an ABE license issued by the Minnesota Department of Education and/or teaching license grade 7-12 preferred. Principals Licensure suggested.

Knowledge, Skills and Abilities:
Knowledge and understanding of:
  - Adult Learners
  - College and Career Readiness Standards for Adult Education (CCRS)
  - ACES TIF
  - Adult Diploma best practices
Experience working with and understanding the needs of underserved population
Experience in working with EL adult students.
Computer skills, including the ability to navigate and use online databases and curriculum.
Flexible to meet changing program needs.
Planning and organizing data collection and analysis

WORK SCHEDULE/SALARY
40 Hours per week, 52 weeks per year
Supervisor/Managers Conditions of Employment