



POSITION GUIDE

Position Title: Community Education Supervisor

Code:

Department: Instructional Services

Group: Act 93 Zone 28

Reports to: Community Education
Program Director

Date: 2018

PURPOSE OF POSITION:

The purpose of this position is to provide instructional leadership and support to Community Education staff in Lancaster and Lebanon counties. In addition, this position provides oversight for state and local program initiatives and funding streams.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Proactively support the implementation of Community Education's mission, vision, and goals by taking the lead on specific initiatives and projects and providing valuable input regarding available resources and community connections.
 2. Supervise and provide leadership for daytime and evening staff in their role as Community Education, family literacy, workforce, prison education practitioners, test administrators, support staff, and/or community school staff.
 3. Develop, monitor and revise community education budgets, expenditures, revenues, salary spreadsheets and in-kind documentation in accordance with state and organizational guidelines.
 4. Ensure program and staff compliance with state and federal adult and family literacy legislation and regulations and with organizational policies and procedures.
 5. Stay abreast of current research in evidence-based instructional practices and actively participate in professional development activities to incorporate in all aspects of work.
 6. Continuously improve student achievement by using quantitative and qualitative data to inform decision-making at the program, classroom and individual teacher levels.
 7. Proactively initiate, develop, and maintain internal and external relationships and partnerships that enhance programs and services.
 8. Design and deliver high-quality customized training and professional development activities for teachers and/or administrators at the local, state, and/or national level.

This is not a complete itemization of all facets of this position.

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9. Collaborate on the development and implementation of local, state, and federal community education funding proposals and revenue generating products and services. .
10. Evaluate the quality of IU13 Community Education services and use the information to effectively advertise and brand the program and to provide summative information to IU13 and the community at large.
11. Effectively use technology to maximize efficiency and quality of work during the planning, implementation, and completion of projects and tasks.
12. Perform other duties as assigned as aligned to IU13 values and mission.
13. Adheres to the established work schedule through regular and consistent attendance.
14. Proactively works as a team member to solve/assist with problems, issues and opportunities.
15. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required: Bachelor's degree in Education or related field; master's degree preferred

Experienced Required: A minimum of 3 years in adult and family literacy education and community school programs.

Other Qualifications: Strong organizational, communication, and problem-solving skills

SUPERVISION OF PERSONNEL:

Supervises Community Education staff members.

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 60%
	Walk/stand: 40%
	Driving to other locations: frequent travel
Lifting:	Up to 20 lbs., lifting of light boxes and office material
Vision:	Normal

Mental Demands: Interpret, analyze, organize, prioritize, evaluate, and problem solve.

Environment: Normal office and classroom environment