



PAYNESVILLE PUBLIC SCHOOLS POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Job Title: Director of Community Education
Date Prepared/Revised:
Reports To: Superintendent

FLSA Status: Exempt
Department: Community Education
Last Classification Review:

Job Summary:

Under the direction of the Superintendent, the Director of Community Education manages and provides leadership to the District in implementing and meeting the goals and objectives of preschool and community education programs to meet the needs of lifelong learning, the delivery community education services, and community interests. The position oversees and provides leadership for youth development and youth services and the Paynesville Area Fitness Center.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: Community Education Program Coordinator, C.E. Administrative Assistant, PACC Supervisor, PAWS Site Leader, Wraparound Site Leader
Indirect Supervision: PACC Assistant, PAWS Site Assistants, various contracted personnel

Essential Duties and Responsibilities:

- Manages, directs, and supervises department personnel directly or through designated lead personnel.
 - a) Screens, interviews, selects and recommends candidates for all department positions.
 - b) Evaluates the performance of department personnel.
 - c) Recommends department reorganization and structure and determines work assignments and responsibilities, as appropriate.
 - d) Monitors staff activities to ensure compliance with departmental and district policies and procedures.
 - e) Integrates community education programs with K-12 to enhance lifelong learning opportunities.
 - f) Monitors all program operations and activities to assure compliance with various local, state, or federal laws, requirements or guidelines pertaining to program operations and fiscal operations.
 - g) Provides for and oversees staff development opportunities for staff to develop their skills.
- Provides leadership and direction in the formulation of strategic plans, programs, and services to operate a balanced, integrated and comprehensive Community Education Program. Performs such representative duties as:
 - a) Plans, develops, oversees, evaluates, and implements Community Education goals and objectives.
 - b) Oversees the development, operation, registration and collection of fees, and assessment of Community Education programs and activities.
 - c) Monitors programs to assure district objectives, community needs, interest, participation and resources.
 - d) Plans, develops, and coordinates the implementation of the Preschool program.



- Plans for, recommends, and administers the approved department budget.
 - a) Administers the approved budget and operating costs of each program area.
 - b) Seeks out alternative funding and grant opportunities and resources, as appropriate.
 - c) Prepares and shares financial reports needed or requested.
- Coordinates the scheduling and use of district facilities and implementing the policies and procedures of the district concerning facility use.
- Promotes and markets community education programs, activities, and services.
 - a) Disseminate information to staff, students, advisory council and community members regarding community education programs, classes, and events.
 - b) Promotes awareness of community education and school district services through communication efforts with school, community and state organizations; represent district at various local regional and state-wide meetings.
- Manages the Paynesville Area Fitness Center and it's staff. Provides for a comprehensive fitness center program to meet the needs of district residents and fitness program patrons.
- Manages and oversees the District's School Aged Child Care Program, its activities, and its staff.
- Performs other duties of a comparable level or type, as required.
 - a) Keeps abreast of changing developments, trends, and technologies within the field.
 - b) Attends and participates in various regional and/or state meetings/committees/organizations, as appropriate.

Minimum Qualifications:

Requires a minimum of Bachelor's Degree and Community Education Licensure by the State of MN as a Director of Community Education and at least 3 years' experience in the management, planning or supervision of community education programs; and/or evidence of equivalent education and experience necessary to perform the requirements of the work.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Knowledge of local state and federal laws/regulations as they pertain to community education programs and services.
- Knowledge of management and supervisory fundamentals, principles, and trends.
- Fundamentals budget development, planning, reporting requirements, and monitoring of community education programs.
- Knowledge of district administrative policies and procedures.
- Comprehensive knowledge of all community education best practices, trends, and developments.
- Knowledge of procedures, practices, and methods used in planning, evaluating, and designing educational programs and services.
- Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming.
- Principles, concepts and approaches to public relations, marketing, and communications.

Essential Skills Necessary To Perform The Work:

- Developing, formulating, evaluating, and implementing community education programs and services.
- Problem-solving and conflict resolution.
- Implementing procedures involved in needs assessment, data collection, measurement, and program evaluation tools and techniques.
- Strategic planning and goal development.
- Managing, leading, delegating, evaluating, and supervising the activities program personnel, contracted staff, and support personnel.



- Planning, developing, recommending, and administering the fiscal operations of community education.
- Identifying resources available in the community, private organizations or governmental agencies that can be used to improve and enhance the services provided by and through community education.
- Collaborating with, fostering, and encouraging community involvement and support in the development and evaluation of community needs and department programs and services.
- Promoting, advertising, and engaging in public relations activities to promote the programs and services of community education.
- Strong communication and presentational skills.
- Developing, motivating, and fostering collaborative relationships both inside and outside of the organization.

Work Environment:

This is an administrative and supervisory position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.

Physical Job Requirements:

Employee is continuously required to talk and hear; intermittently sits, stands, and walks. Exerting up to 25-40 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

