

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

COMMUNITY EDUCATION ASSISTANT DIRECTOR FTC

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited institution, or 5 years combined education & experience in a Community Education related area.
- (2) A minimum of three (3) years of experience in community/career education.
- (3) A minimum of three (3) years supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutes & regulations governing Community Education including Continuing Workforce Education, Community Education Classes, Extended Day & Summer Camp. Grant writing and management skills. Positive interpersonal skills. Demonstrated oral and written communication skills. Ability to work with educational peers and the general public. Ability to work cooperatively with community agencies and organizations.

REPORTS TO:

Director, Flagler Technical College

JOB GOAL

To assist in the development, promotion and operation of a Community Education enrichment programs and Continuing Workforce Education programs for youth/adults in the Flagler County community

SUPERVISES:

Community Education (CE) and Continuing Workforce Education (CWE) instructional and support staff.

PERFORMANCE RESPONSIBILITIES:

- *(1) Coordinate programs and activities at FTC & community schools, centers and other public and private facilities which meet the needs of children, youth and adults.
- *(2) Prepare and maintain records, forms and required documents.
- *(3) Recruit, interview, train, and supervise part time and seasonal employees, as needed for various programs.
- *(4) Coordinate and organize meetings/activities to promote classes/programs.
- *(5) Coordinate collaborative partnerships and projects as they relate to CE and CWE.
- *(6) Plan and make arrangements for transportation, facilities, materials and equipment needed for CE and CWE programs.
- *(7) Acquire thorough knowledge of the community and its population. Assess the needs of the community on a yearly basis.
- *(8) Write and manage applicable grants. Coordinate Special Programs.
- *(9) Initiate and participate in community advisory meetings, councils, and volunteer programs.
- *(10) Provide information and updates to the School Board and community agencies regarding FTC programs and initiatives as directed by supervisor.
- *(11) Flexible work schedule required.

- *(12) Attend required in-service training programs.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District. 12 Month, 8 Hours Per Day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Salary Lane: Professional PAJ1

APPROVED: 7/27/2023
REVISED: 9/19/2023