

RSU No. 5
JOB DESCRIPTION

DIRECTOR OF ADULT EDUCATION AND COMMUNITY PROGRAMS

QUALIFICATIONS:

1. Minimum of a Bachelor degree from a four year college. Preference given to candidates with a degree in adult education, educational leadership, or nonprofit management. Candidates should have at least three years of administrative experience with budgeting, financial management and supervisory experience; a history of positive relationships with staff, participants and community.
2. The candidate will hold a 066 (Director Adult & Community Ed) certification from the Department of Education or be willing and eligible to obtain.
3. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
4. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
5. Knowledge of state guidelines, Maine DOE Adult Ed subsidy procedures, and reimbursement policies.
6. Experience obtaining and administering grants.
7. Must be team oriented with excellent interpersonal and communication skills.
8. Possess strong public relations skills.
9. Any equivalent combination of experience and training may also be acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: To develop, organize and maintain a balanced program for all segments of the District in the areas of adult education, early childhood, recreation, cultural and civic affairs based on the identified needs of the District.

PERFORMANCE RESPONSIBILITIES:

1. Delivers adult education, early childhood, recreational, cultural, social and leisure opportunities to the residents of the District and develops new programs to fit the demand of the RSU.
2. Supervises and mentors staff that plan, direct, supervise and schedule adult education programs, early childhood, recreation programs, seasonal activities and other RSU program offerings.
3. Advertises all programs through the various media to ensure all RSU residents the opportunity to participate.
4. Evaluates all programs for effectiveness, efficiency and service to the RSU and maintains statistical, budgetary reports of all activities and participants.
5. Supervises scheduling of all school buildings, and fields, in concurrence with the school department and other user groups so as to maximize high and best use of these facilities.
6. Works with the Community Programs Advisory Board to gain community input in matters regarding programming, policy and operations.
7. Encourages and maintains cooperative planning and working relationships with local community agencies, state and federal government funding groups, industrial tradesmen, and municipal and school departments.
8. Hires, trains and supervises the necessary people, both full time and seasonal, to staff the department and its programs including the recruitment of volunteers.
9. Monitors trends in the adult education and recreational fields to ensure that the duties and responsibilities of the employees and volunteers of the department are properly performed.
10. Assesses the performance of adult education, early childhood, youth and teen programs; evaluates the performance of department personnel; recommends new approaches, policies, procedures and long-range plans for improvement of efficiency and effectiveness of services; and implements policies and procedures. Maintains personnel and payroll records systems on all employees.
11. Prepares and reviews the annual departmental budget and oversees department expenditures.
12. Orders equipment and supplies for the department and ensures that the equipment is properly maintained and inventoried.

13. Develops and oversees the department's operating budget; directs the expenditures of the budget, recommends and oversees collection and accounting of user fees; maintains all reports and records including the recording of gifts, municipal, state, trust, federal funds for programs and services, and works with Director of Finance and Human Resources on insurance/liability issues.
14. Completes and forwards all necessary reports that may be required in a timely fashion.
15. Acts as a liaison to community groups to assist in their activities when appropriate.
16. Performs other such duties and responsibilities the Superintendent may assign.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of administrative work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Board of Directors and school policies.
7. Meets and follows all State and Federal laws and regulations.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and benefits will be determined by the RSU No. 5 Board of Directors

EVALUATION:

Evaluated annually by the Superintendent of Schools or their designee in accordance with this document.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name _____

Employee's Signature: _____ **Date:** _____

Original to Personnel File
 File Copy to Employee
 Adopted: May 27, 2009 Final
 Updated: May 17, 2018