



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

## POSITION DESCRIPTION

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> <b>Community Education Director</b>	<b>Department / Building:</b> Community Education
<b>Reports To:</b> Superintendent	<b>FLSA Status:</b> Exempt
<b>Grade / Subgrade:</b> Director	<b>Bargaining / Work Unit:</b> Non-Affiliated
<b>Duty Year:</b> 260 days	<b>Position Last Updated:</b> 09-18-2023

### SECTION II: JOB SUMMARY

Provide leadership, development, implementation and evaluation of Community Education activities, programs, services and personnel. Develops, plans, promotes, coordinates, and evaluates a variety of educational programs related to Early Childhood Family Education (ECFE), school age childcare, adult enrichment, youth enrichment, activity center and facility usage. Emphasis on reaching the entire STMA community and making programs accessible and available to all demographic groups.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility #</b>	1	<b>Statement of duty/responsibility:</b> Program Development and Management
<b>Percent of Time</b>	50%	

- Provides leadership, plans, organizes, and administers a broad based program in community education including early childhood and adult learning.
- Works effectively with district personnel, district administration, the community education advisory council, outside agencies, and governmental units to coordinate the delivery of programming.



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- Administers community education programs in accordance with state community education guidelines, school board policies and all applicable laws.
- Evaluates the effectiveness of existing programs. Analyzes data from evaluations, revenue/expenditure reports, and makes changes as needed.
- Develops, submits, and follows appropriate program budgets.
- Attends meetings, workshops, and training sessions as directed by the supervisor.
- Performs other related duties as assigned.

<b>Duty/Responsibility #</b>	2	<b>Statement of duty/responsibility:</b> Supervises all Community Education staff and personnel.
<b>Percent of Time</b>	15%	

- Recruit and staff community education programs and activities.
- Directs work activities of community education employees, supervises staff and performs evaluations.
- Ensures compliance with all applicable labor law and contracts.

<b>Duty/Responsibility #</b>	3	<b>Statement of duty/responsibility:</b> Communication, Marketing, & Community Relations
<b>Percent of Time</b>	15%	

- Directs and creates materials for local advertisements and effectively markets all community education programs across different media access points.
- Oversees and monitors website information related to Community Education programming.
- Prepare reports as required by the Minnesota Department of Education and other agencies or entities.
- Supervises the preparation and publishing of a Community Education catalog at least three times a year.
- Establishes and maintains partnerships with relevant agencies and organizations.
- Facilitates communication and maintains relationships with stakeholders, promotes awareness of community education programs and services.
- Meets regularly with advisory councils and other district stakeholders.

<b>Duty/Responsibility #</b>	3	<b>Statement of duty/responsibility:</b> Manages and oversees Community Education budget
<b>Percent of Time</b>	15%	



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- Works with the district business office to help prepare the preliminary and revised annual budgets for community education programs and activities.
- Monitors revenues and oversees expenditures to ensure compliance with federal, state and local community education guidelines while operating within directed budget guidance.
- Prepare and share financial reports as needed and/or as requested.

<b>Duty/Responsibility #</b>	5	<b>Statement of duty/responsibility:</b> Professional Development and Administrative Collaboration
<b>Percent of Time</b>	5%	

- Maintains active memberships in professional organizations.
- Participates in professional development activities in the field of community education at a regional and state level.
- Works to foster and promote collaborative partnerships throughout the school district by leveraging community education resources and programming to serve the vision and needs of the STMA school district.

The director will also perform other duties as assigned or requested by the superintendent.

## SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Current State of MN Administrative Licensure for Director of Community Education.
- Required a bachelor's degree in a related field, master's degree is preferred.
- Valid Minnesota driver license.

## SECTION V: EXPERIENCE REQUIREMENTS

- 3 to 5 years of administrative and/or supervisory experience preferred. Experience in community education services or programming preferred.
- Demonstrated ability to perform the primary functions of this position. Must possess strong written and verbal communication skills, computer skills, and have ability to work with diverse groups of people while leading and developing staff.
- Equivalent combination of education, experience, and training in a job-related field that enables for effective performance of all aspects of this position.



## SECTION VI: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performs assigned responsibilities in a manner consistent with the District's established Core Values.
- Advances the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.
- Strong ability to develop and foster relationships with staff, students, and the community.
- Works purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrates a positive attitude and dependability.
- Strong organizational and time management skills.
- Leads and collaborates with other staff in accomplishing the goals of the Community Education programming.
- Knowledge and ability to maintain a good working knowledge of the site, area(s) and student population(s) to which assigned.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.

## SECTION VII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	O	Up to 10 pounds	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	O	Up to 25 pounds	Toxic chemicals	N
Sitting	C	Up to 50 pounds	Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	Explosives	N
Hearing	F	More than 100 pounds	Fumes	N



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Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	O
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	<b>Sight</b>	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	O
Distinguishing smell	N			Looking at computer monitor	F
Distinguishing temperature	N			Color vision (identify and distinguish colors)	F
Traveling by automobile	O			Peripheral, depth perception	F

## NOTICES

### Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

### Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.