

Job Description

Position Title	Community Education and Panther Field House Director		
Building	Panther Field House	Department	Community Education
Hours	Salaried	Supervisor	Superintendent of Schools
Band and Grade	D-61	Tools and Equipment	Computer, laptop, iPad, applicable software, calculator, phone, copy machine

Primary Function	Administers and directs the programs and staff of the department of Community Education and the Panther Field House. Promotes the coordination of community programs, resources, services, and Field House facilities throughout the District and community.
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Essential Duties	
1	Organizes, facilitates, and consults with the Community Education Advisory Council and Field House Advisory Council regarding community needs, organizational strengths and weaknesses, major purchases, and programmatic changes.
2	Develops and selects program offerings for Community Education. Determines schedules, room assignments, and preparation of program catalog.
3	Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensures staff is trained; ensures that employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary decisions in accordance with District policy and practice.
4	Oversees and directs the class registration process. Determines appropriate course fees, minimum and maximum course participation, and supervises or enters daily registrations.
5	Recommends and determines budgetary needs of Field House and Community Education, including fee structures, and presents recommendations to school board. Monitors approved budgets to ensure expenditures are within established limits.
6	Represents the Field House and Community Education at various functions, meetings, forums and activities, and promotes and publicizes existing and future programs.
7	Initiates, maintains and processes Field House member contracts, payments, and insurance processing.
8	Develops and manages internal cash management procedures including point of sale, daily use, rentals and concessions. Ensures accounts are reconciled daily and sends cash to the District office for deposit.
9	Coordinates regular custodial needs and event set-up and support with District maintenance staff.
10	Maintains and updates website pages for the Field House and Community Education.
11	Develops and manages facility use and rental agreements with all entities utilizing school facilities and outdoor City of Glencoe facilities; ensures District policies and state health

	regulations are adhered to, verifies liability insurance coverage, determines and prepares invoices.
12	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Master's degree in Public Administration, Education, Communications, or a related field and possession of a Minnesota Community Education Director's license, and three or more years of experience managing a Community Education program, or an equivalent combination of education and expertise sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of District procedures, policies, and organization as it pertains to Community Education, facility coordination, and the Panther Field House. • Knowledge of Community Education practice as it relates to state guidelines and regulations. • Knowledge of public relations theories and techniques. • Knowledge of supervisory theories and principles. • Knowledge of budgeting and the principles and practices of school financing.
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Skills Required	<ul style="list-style-type: none"> • Skill in planning, organizing, and implementing community based educational programs. • Skill in applying supervisory theories and practices. • Skill in evaluating and assessing community needs. • Skill in problem solving and creating consensus. • Skill in budgeting for staff, equipment, and future needs. • Skill in conducting public relation activities, events, and public presentations. • Skill in using computers to retrieve and analyze data. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
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Physical Activities/ Requirements	<p>Fingering, grasping, feeling, talking, hearing, seeing.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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