

Anoka-Hennepin Independent School District #11
Job Description

Title: Director of Community Education
Department: Community Education
Reports to: Superintendent
Prepared Date: March 26, 2004

SUMMARY OF RESPONSIBILITIES

Direct the programs and services of the Community Education Department. Coordinate and collaborate with governmental units, community agencies and Anoka-Hennepin School District programs by performing the following duties personally or through subordinate supervisors.

DUTIES AND RESPONSIBILITIES

- Direct planning programs to assess community education needs and determine District responsibility for administering programs to meet those needs.
- Direct the evaluation of Community Education programs and services to avoid duplication of efforts and direct the initiation, extension, and modification of services.
- Advise District in planning and providing services based on community surveys and analyses.
- Prepare and release reports, studies, and publications to promote public understanding of, and support for, community programs.
- Organize and direct fund development for Community Education or other areas as assigned by the Superintendent.
- Visit District sites and consult with community leaders to evaluate effectiveness of services being provided.
- Direct and manage budget of \$15 million.
- Member of the Superintendent's Cabinet, the leadership team for the school district.
- Perform other tasks and assume other responsibilities as assigned by Superintendent.

SUPERVISORY RESPONSIBILITIES

Manage 8 subordinate supervisors who supervise a total of 400 employees in Community Education. Responsible for the overall direction, coordination, and evaluation of this unit. Carry out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in a related field. Master's Degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold or be immediately eligible to obtain a Minnesota Community Education Director License.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of Community Education programs and services.

Knowledge of programs and services provided by other organizations in the community.

Knowledge of PC software and its application to work product.

Skilled in creating and maintaining budgets, using computer software.

Skilled in problem definition, data collection, and problem solving.

Ability to read, analyze and interpret written documents, including governmental regulations.

Ability to write comprehensive reports, business correspondence, and procedure manuals.

Ability to make formal presentations and effectively present information and respond to questions from the School Board, administrators, teachers, other district employees, students and the general public.

Ability to maintain regular attendance, and work many evenings.

WORK ENVIRONMENT

Most work is performed in an office, a school building, and offices or meeting rooms of businesses in the community. Ability to travel to other district sites or community offices during the duty day is required.