

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Community Education Manager  
**Department:** Community Education  
**Reports to:** Director of Community Education  
**Prepared Date:** 2000

**SUMMARY OF RESPONSIBILITIES**

Administers and manages Community Education and/or District-wide programs by performing the following duties.

**DUTIES AND RESPONSIBILITIES**

- Assumes general administrative responsibility for planning, coordinating, implementing and evaluating the effectiveness of Community Education personnel, programs, and delivery systems in areas of supervision.
- Develops and monitors an annual budget.
- Supervises recordkeeping, communications, and community liaison function.
- Develops and implements procedures and processes which will promote the coordination and integration of Community Education programs with appropriate municipal, county, non-profit, and other service agencies.
- Represents Community Education on District instructional support teams to foster integration of Community Education programs with school programs and services.
- Represents the Department on District-wide planning and policy recommendation groups including staff development, diversity, technology, special elections, and boundary committee.
- Responsible for student and client safety in all supervised programs.
- Monitors compliance with federal and state laws, including Equal Employment Opportunity and Affirmative Action.
- Performs such other tasks and assumes such other responsibilities as Director of Community Education may assign.

**SUPERVISORY RESPONSIBILITIES**

Manages subordinate supervisors who supervise employees in Community Education. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees. Carries 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 education, adult education, community education or related field. Two years experience working in a related field, including supervisory experience.

**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 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.