

Anoka Hennepin Independent School District #11
Job Description

Title: Community Education Program Supervisor – Adventures Plus
Department: Community Education
Reports to: Community Education Manager
Prepared Date: June 11, 2004

SUMMARY OF RESPONSIBILITIES

Assumes general administrative responsibility for the before and after, school aged child care program, Adventures Plus (A+).

DUTIES AND RESPONSIBILITIES:

- Assumes general responsibility for the planning, development, coordination, implementation and evaluation of the effectiveness of A+ personnel, programs, facilities, and services.
- Directs and supervises the orientation and training for new staff, and ongoing staff development for all staff in the program.
- Plans, develops and monitors A+ budget.
- Develops activities to support the educational objectives of the school district.
- Develops and maintains an active A+ Advisory Council.
- Ensures compliance with federal and state laws, and district policies with regard to employment, child safety, health and safety, etc.
- Performs other duties as assigned by the Community Education Manager

SUPERVISORY RESPONSIBILITIES:

Directly supervises 4-6 supervisory staff and 6 clerical support staff, and indirectly supervises Site Coordinators, Site Supervisors and Child Care Assistants.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in education, childhood development or closely related field, plus five years experience working in community education and five years previous supervisory experience.

KNOWLEDGE, SKILLS & ABILITIES

Excellent verbal, written, communication, organizational, and technical skills. Ability to interact effectively with individuals and groups in a variety of settings, with persons of diverse backgrounds. Ability to maintain regular attendance, which includes completing as assigned day.

PREFERRED EXPERIENCE

Minnesota Community Education Director License preferred.