

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

**Title:** Community Education Program Supervisor – Community Services  
**Department:** Community Education  
**Reports to:** Community Education Manager  
**Prepared Date:** November 20, 2012

**SUMMARY OF RESPONSIBILITIES**

Assume general administrative responsibility for the Community School, Aquatics, Tutoring, SHIP, Youth Service and Athletic programs.

**DUTIES AND RESPONSIBILITIES**

- Assume general responsibility for the planning, development, coordination, implementation, marketing and evaluation of the effectiveness of assigned programs, personnel and services.
- Prepare and monitor budget within areas of supervision.
- Maintain record keeping systems and develops appropriate reporting processes.
- Ensure continuous improvement by analyzing data, setting performance goals, monitoring performance, aligning resources, and prioritizing activities to achieve maximum results.
- Coordinate and integrate assigned programs with school district, municipal, county and community organizations to most effectively serve clients.
- Represent the Community Education Department at assigned meetings.
- Develop program practices that support the educational objectives of the Anoka-Hennepin School District.
- Execute administrative responsibilities in accordance with the policies of the Anoka-Hennepin School District and state law.
- Performs other duties as assigned by the Community Education Manager

**SUPERVISORY RESPONSIBILITIES**

Directly supervises supervisory staff (Community School Coordinators, Community School Programmers, Aquatics Supervisor, Recreation & Athletics Supervisor) and clerical support staff, and indirectly supervises Community School part-time staff.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in education, recreation, community education 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.