

Anoka-Hennepin Independent School District #11
Job Description

Title: Community Education Manager – Adult Programs
Department: Community Education
Reports to: Director of Community Education
Prepared Date: October 2021

SUMMARY OF RESPONSIBILITIES

Manage and assume general administrative responsibility for the Community Education programs of Adult Basic Education, Adult Learning, and Adults with Disabilities, plus provide oversight of the Staff Development Center, and serve as the district Homeschool and Non-public School Liaison. Serve as fiscal agent and manager for the Metro North ABE Consortium.

DUTIES AND RESPONSIBILITIES

Adult Basic Education

- Provide direct and indirect support for five Anoka-Hennepin (AH) managed ABE sites and three ABE Program Supervisors who are AH managed, as well as indirect support and communication for the sites which are not managed by Anoka-Hennepin staff.
- Provide general leadership of the eight district ABE consortium including acting as a fiscal agent and keeping member district leadership educated and apprised of issues of common interest, particularly in the area of consortium level supports.
- Specific leadership responsibility for consortium level services including: accountability (data), marketing, volunteer activities, and professional development.
- Ensure collection and dissemination of consortium and program quality data, along with analysis, suggestions, and support for program improvements, where appropriate.
- Provide direct and indirect support of Metro North ABE grant applications and implementation as well as Federal and State required reports and narratives.
- Provide direct and indirect support of Anoka Hennepin sites/program partnerships involving local colleges, workplaces, CareerForce center, Job Training Center, and district schools.
- Work with the CE Business Specialist and the ABE Program Supervisors to facilitate the budget building process of the consortium.
- Ongoing monitoring of the ABE budgets, including the Federal, State and Grant revenue and expenses including all mandated reports, funding agreements, and contracts, including managing grants in the Federal SERVS database.
- Evaluate Anoka -Hennepin site performance and program needs, and partnerships, to distribute annual revenue to maximize meeting ABE needs in those areas.
- Participate in state conferences and training and regional leadership team as appropriate and with CE Director support.
- Serve as communication link to consortium CE Directors and work in partnership with them on consortium impacting programs, initiatives and reporting requirements.

Adult Learning, Adults with Disabilities

- Supervise Adult Learning Coordinator who is responsible for Adult Learning and Adults with Disabilities enrichment programs.
- Assist Adult Learning Coordinator with planning, budgeting, marketing, outreach, staff development, hiring and performance management and provide oversight

Homeschool and Nonpublic School Liaison

- Responsible for understanding of state statutes regarding nonpublic and homeschool education.
- Act as a local resource or expert regarding homeschool policies, resources and procedure.
- Develop, facilitate, and monitor the schedule of annual activities that need to be completed per district practices and state policies and statues.
- Provide direct supervision of the Homeschool Secretary who manages all the documentation and has direct interaction with home and private school administrators.
- Develop and monitor budget and provide relevant budget data to agencies/departments offering services in cooperation with Business Service Specialist.

Staff Development

- Provide direct supervision of the Staff Development Services Coordinator.
- Facilitate and monitor the annual Staff Development Center budget.
- Offer leadership and support with center maintenance, improvements, and ongoing problem-solving.
- Participate in the hiring of the two clerical positions associated with this department.
- Provide program updates as requested to the Community Education Director.

SUPERVISORY RESPONSIBILITIES

Provide direct supervision of Anoka-Hennepin ABE Program Supervisors, Adult Learning Coordinator, Staff Development Center Coordinator and Homeschool Secretary. 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; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Bachelor's degree in education, adult education, community education or related field. Two years experience working in a related field, including supervisory and budgetary experience. Knowledge of Community Education and Adult Basic Education programs and services preferred. Master's degree preferred.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of Community Education programs and services, particularly Adult Basic Education.

Knowledge of PC software and its application to work product.

Skilled in creating supervising, 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.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

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.