

Anoka Hennepin Independent School District #11
Job Description

Title: Community Education Program Supervisor – Adventures Plus
Department: Community Education
Reports to: Director of Community Education
Prepared Date: September, 2019

SUMMARY OF RESPONSIBILITIES

Assume general administrative responsibility for the before and after school care and summer care Adventures Plus Program, PEAK summer middle school program, Adventures Bound school year and summer program for four and five year olds.

DUTIES AND RESPONSIBILITIES:

- Provide leadership and direction for the planning, development, coordination, implementation, marketing, and evaluation of the effectiveness of assigned programs, personnel, and services.
- Oversight includes before and after school care and summer care (Adventures Plus) programs, PEAK summer middle school program, and Adventures Bound school year and summer programs for four and five year olds.
- Prepare and monitor budget within areas of supervision.
- Maintain record keeping systems and develop appropriate reporting processes.
- Ensure continuous improvement by analyzing data, setting performance goals, monitoring performance, aligning resources, and prioritizing activities to achieve maximum results.
- Represent the Community Education Department as 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 Director of Community Education.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 8 Program Coordinators and 5 clerical support staff, and indirectly supervises Site Coordinators, Site Supervisors and Child Care Assistants.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in education, child 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. Knowledge of and ability to utilize high quality assessment tools. Ability to maintain regular attendance, which includes completing as assigned day. Ability to perform

position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

PREFERRED EXPERIENCE

Minnesota Community Education Director License preferred.

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. The employee may be required to travel to individual school or off site locations to conduct business related to the essential functions of the position.

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.