

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

**Title:** Director of Community Education  
**Department:** Community Education  
**Reports to:** Executive Director of Community & Government Relations  
**Prepared Date:** March 2017

**SUMMARY OF RESPONSIBILITIES**

Supervise, direct and manage the personnel, programs and services of the Community Education Department and Print Shop. Coordinate and collaborate with governmental units, community agencies and school district programs by performing the following duties personally or through subordinate supervisors.

**DUTIES AND RESPONSIBILITIES**

- Direct the planning, development and implementation of program and services.
- Develop and direct processes that ensure program services are aligned with the mission of the Anoka-Hennepin School District and the needs of the organization, students and families.
- Create and monitor systems that ensure the quality of program services.
- Direct the evaluation of programs and services to avoid duplication of effort and direct the initiation, extension, and modification of services.
- Ensure the effective recruitment, appraisal and development of employees.
- Advise the School Board on matters related to the functions assigned to the position.
- Develop partnerships with community organizations to enhance the effectiveness of the school district services.
- Prepare and release reports, studies, and publications to promote public understanding and support for services and programs.
- Effectively market services and programs to both internal and external audiences.
- Direct and manage a budget of \$22 million.
- Maintain an active role in the development and direction of community education in the school district and Minnesota.
- Ensure the effective and efficient operation of the district print shop.
- Perform other tasks and assume other responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES**

The position is responsible for the overall direction, coordination, and evaluation of community education programs and services and the print shop. Supervise and manage seven subordinate supervisors and 2,800 employees. Carry out 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 a related field.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold or be immediately eligible to obtain a Minnesota Community Education Director License.

## **KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of Community Education programs and services.

Knowledge of programs and services provided by other organizations in the community.

Demonstrated budget development, previous supervision and management of employees.

Skilled in creating and maintaining budgets.

Skilled in problem analysis, data collection, and problem solving.

Ability to read, analyze and interpret written documents, including governmental regulations.

Effective communication skills and the ability to represent the school district in various settings.

Ability to write comprehensive reports, business correspondence, and procedure manuals.

Effectively present information and respond to inquiries from diverse stakeholders.

Ability to maintain regular attendance, which includes completing an assigned day (which may include many evenings).

## **PREFERRED QUALIFICATIONS**

Master's Degree preferred. Five years experience as a Community Education Director 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.