

Anoka-Hennepin Independent School District #11
Job Description

Title: Community Education Manager
Department: Community Education
Reports to: Director of Community Education
Prepared Date: February 2018

SUMMARY OF RESPONSIBILITIES

Manage and assume general administrative responsibility for the Community Education programs of Adult Learning, Adults with Disabilities, Adult Basic Education, plus manages the Staff Development Center and serve as the district Homeschool and Non-public School Liaison.

DUTIES AND RESPONSIBILITIES

Adult Basic Education

- Provide general leadership of the eight-district ABE consortium and specific leadership responsibility in accountability (data), volunteer activities, professional development, and graduation celebration.
- Provide consortium and program quality data, along with suggestions and support for program improvements where appropriate.
- Plan and facilitate six director meetings each year.
- Provide direct and indirect support of Metro North ABE grant applications and implementation.
- Provide direct and indirect support of Anoka Hennepin sites/program partnerships involving local colleges, workplaces, libraries, workforce center, and district schools.
- Work with the CE Business Specialist and the ABE Program Supervisors facilitate the budget building process of the consortium starting with the estimation of revenue and leading to a preliminary budget completed and submitted to district finance by March of each year.
- Ongoing monitoring of the ABE budgets, including the Federal, State and Grant revenue and expenses.
- Evaluate Anoka-Hennepin site performance and program needs, and partnerships, to distribute annual revenue to maximize meeting community ABE needs.
- Participate in state lead training and leadership as appropriate and with CE Director support.
- Communication link with other CE program leaders (CELT)

Adult Learning, Adults with Disabilities

- Provide oversight of Adult Learning and Adults with Disabilities, including program planning, budget monitoring, marketing and outreach; team staff development; and staffing concerns, including hiring and performance improvement.
- Communication link with other CE program leaders (CELT).

Homeschool and Nonpublic School Liaison

- Responsible for full and deep understanding of state statutes regarding nonpublic and homeschool education.
- Act as a local resource or expert regarding homeschooling in ISD 11.
- Develop, facilitate, and monitor the schedule of annual activities that need to be completed per district practices and state policies and statutes.

- Provide direct supervision of PT secretary who manages all the documentation and has direct interaction with home and nonpublic school administrators.
- Develop and monitor budget.

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 CELT role and responsibilities.
- Participate in general Community Education department strategic planning.
- Provide program reports as requested to the Community Education Director.

SUPERVISORY RESPONSIBILITIES

Provide direct supervision of Adult Learning Coordinators and ABE Program Supervisors. Manage subordinate supervisors and coordinators who supervise employees in Community Education. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees. 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; rewarding and disciplining employees; 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 experience. Knowledge of Community Education programs and services preferred. Master's degree preferred.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of Community Education programs and services.
 Knowledge of programs and services provided by other organizations in the community.
 Knowledge of PC software and its application to work product.
 Skilled in creating 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.

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.