

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

**Title:** Community Education Manager  
**Department:** Community Education  
**Reports to:** Director of Community Education  
**Prepared Date:** March 21, 2019

**SUMMARY OF RESPONSIBILITIES**

Manage and assume general administrative responsibility for Community Education programs of Early Childhood Family Education (ESFE) and Anoka-Hennepin Schools' Preschool.

**DUTIES AND RESPONSIBILITIES**

- Plans, develops, coordinates, implements, markets and evaluates programs to which assigned.
- Develops and monitors budgets within areas of supervision.
- Maintains record keeping systems and develops appropriate reporting processes.
- Responsible for submitting annual MDE reports.
- Overall responsibility for hiring, training, and evaluating staff.
- Develops and implements staff development programs for staff within assigned programs.
- Coordinates and integrates assigned programs with district, municipal, county and community organizations to most effectively serve children and families.
- Develop program practices that support the educational objectives of the district.
- Ensures compliance with federal and state laws/statutes and district policies for assigned programs.
- Responsible for student and client safety in all supervised programs.
- Performs other tasks and assumes other responsibilities as assigned by the Community Education Manager.

**SUPERVISORY RESPONSIBILITIES**

Responsible for the overall direction and coordination of district early childhood programs in accordance with the District's policies and applicable laws. Manage direct reports who supervise employees in ECFE and Preschool programs as well as specific non-supervisory employees. Ensure continuous improvement by analyzing data, setting performance goals, monitoring performance and aligning resources, to achieve maximum results. Additional responsibilities include interviewing, hiring, and training employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE**

Requires MN Early Childhood Teacher License or MN Parent Educator Teacher License. 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.