

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

**Title:** Community Education Program Supervisor – Community Services  
**Department:** Community Education  
**Reports to:** Director of Community Education  
**Prepared Date:** December 3, 2018

**SUMMARY OF RESPONSIBILITIES**

Support, direct, and manage the personnel, programs, and services of the Community Services Department within the Community Education Department. Oversight includes Elementary and Middle School OST (Out of School Time), Youth-Services, Aquatics, and Community Use of Facilities.

**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.
- Prepare and monitor budget within areas of supervision.
- Maintain record keeping systems and develops appropriate reporting processes.
- Ensure continuous improvement by analyzing data, setting performance goals, monitoring performance, aligning resources, and prioritizing activities to achieve maximum results.
- Coordinate and integrate assigned programs with school district, municipal, county and community organizations to most effectively serve learners.
- Represent the Community Education Department at 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 supervisory staff (Community School Coordinators, Aquatics Supervisor, Recreation Supervisor) and clerical support staff.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in education, recreation, community education 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. 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.