

Anoka-Hennepin Independent School District #11
Job Description

Title: Community Education Assistant Manager
Department: Community Education
Reports to: Community Education Manager
Prepared Date: June 11, 2004

SUMMARY OF RESPONSIBILITIES

Assumes general administrative responsibility for Community Education Adult or Children/Family programs, such as: Adult Basic Education, Adult Enrichment, Non-Public Home School, Senior Citizen Programs, Early Childhood Family Education, etc.

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.
- 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 clients.
- Represents the CE Department in assigned meetings.
- Develop program practices that support the educational objectives of the district.
- Ensures compliance with federal and state laws and district policies with regard to employment, licensing, etc.
- 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

Manages subordinate supervisors 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

Requires Bachelor's degree in education, adult education, community education or related field. Two years experience working in a related field, including supervisory experience.