



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
D	6	1	

JOB TITLE	CONTRACT REFERENCE
Director of Community Education	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Superintendent	October 2018

JOB SUMMARY

Leads and manages the Community Education programs.

TASK NO.

1.	<p>Manages, evaluates, and initiates improvements in Community Education programs and services, including:</p> <ul style="list-style-type: none"> • Adult Basic Education • Youth and Adult Enrichment • Youth Services and Development • Aquatics • Pre-school Screening • Early Childhood Family Education • School Readiness • Fridley Community Theater • Senior Programs • Infant, Toddler & Preschool Childcare • School-aged Childcare • Fridley Event Services • Other Community Education programs
2.	Supervise daily operations of the Fridley Community Center including providing customer service, troubleshooting use issues and other assigned responsibilities.
3.	Manages the Community Education facility for the district.
4.	Coordinates and supervises community groups' usage of district buildings outside of the regular E-12 programs.
5.	Plans and leads the development of short-term and long-term plans for Community Education programs.
6.	Prepare and administer the individual and overall budgets for the various Community Education programs.

JOB TITLE**CONTRACT REFERENCE****Director of Community Education**

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7.	Develops cooperative relationships with city and county agencies, local businesses, and Fridley community civic groups.
8.	Serves as the district contact for Community Education reporting to other governmental agencies or the public as needed.
9.	Consults with E-12 district staff about community public relations, life-long learning opportunities, and marketing and outreach initiatives.
10.	Administers contractual terms and conditions for employees and recommends changes as needed.
11.	Keeps the Superintendent informed about Community Education issues and operations.
12.	Administers policies and recommends changes as needed for the Community Education program of the district.
13.	Participates as a member of the Superintendent's Management Team.
14.	Recruit, train and supervise licensed and unlicensed Community Education staff.
15.	Attend School Board and other meetings as requested.
16.	Assumes other duties that may be assigned by the Superintendent

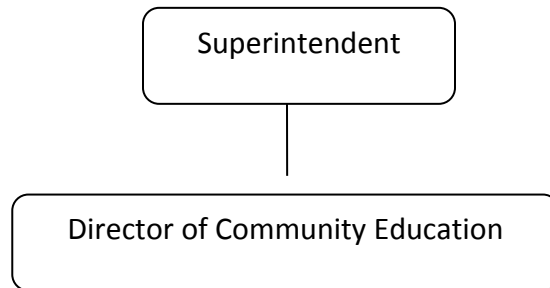
QUALIFICATIONS (Specific training or job experience required before appointment)

1. Bachelor's Degree and graduate training per licensure requirements.
2. Licensed by the State of MN as a Community Education Director.
3. Knowledge of and commitment to Community Education mission.
4. Demonstrated customer and human relations skills.
5. Ability to work independently and prioritize and manage multiple work assignments, meet deadlines, and maintain confidentiality.
6. Skill in identifying and responding to community needs and concerns.
7. Demonstrated writing, editing, planning and organizational skills.
8. Ability to identify and interact with patrons of all ages and to partner with school district staff and community organizations.
9. Knowledge of school district finance and budget management.

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ORGANIZATIONAL RELATIONSHIPS



SYMBOLS

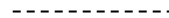
DIRECT SUPERVISION



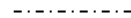
INDIRECT SUPERVISION



WORK DIRECTION



ADVISE/INFORM



PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus