

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

August 2022

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Director of Community Education	<b>Department:</b> Community Education
<b>Immediate Supervisor's Position Title:</b> Superintendent of Schools	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> E-8-2	<b>Bargaining Unit:</b> Non-Union Administrators
<b>Job Summary:</b> <p>Under the direction of the Superintendent, the Director of Community Education is responsible for directing, managing and providing leadership in the development and implementation of the school district's community services including community relations; educational and community support programs such as adult enrichment; adult basic education; adults with disabilities; youth development; out of school time programs for youth and school aged child care; early childhood programs including school readiness, early childhood family education, early childhood screening, preschool, and outreach; recreation for all ages, all Community School sites and the district's volunteer programs. The Director of Community Education works closely with district administrators, citizen groups, advisory committees, and other groups in assessing needs, evaluating program goals/objectives, formulating collaborative relationships/programs, utilizing the facilities of the district, and in implementing community programs and services. In addition, the Director of Community Education manages the operation and educational programs of the Northfield Community Education Center (NCEC), including supervising teachers and other staff and evaluating and pursuing related programs.</p>	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	<b>Statement of duty/responsibility:</b> Directs and manages the planning, development, evaluation, and improvement of the district's Community Education and community relations goals and objectives.
Percent of Time:	20%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>Oversees and administers the development, operation, registration and on-going assessment of Community Education classes, programs, services and activities. Monitors program operations with respect to community needs, interests, participation and program resources.</li><li>Oversees and administers the development, operation and on-going assessment of Community Education and relations activities.</li><li>Supervises the preparation of state annual reports and other required data submissions.</li></ul>		

Duty/Responsibility No:	2	Statement of duty/responsibility: Serves as building administrator for the Northfield Community Education Center
Percent of Time:	<u>20%</u>	

Tasks involved in fulfilling above duty/responsibility:

- Recruits, interviews and recommends staff for employment.
- Engages faculty and others to plan and participate in recruitment and development.
- Provides feedback on performance and arranges for remedial assistance.
- Provides work assignments to staff and directs their activities.
- Mobilizes the appropriate staff in creating an appropriate instructional and learning environment.
- Works with faculty and staff to identify staff development needs; then, plans, organizes and facilitates programs to improve effectiveness consistent with organizational goals and needs.
- Initiates self-development.
- Ensures training of all regular staff and interagency staff on skills for collaboration, teaming, consulting and conflict resolution.
- Creates a school culture for learning and envisions and enables instructional and auxiliary programs; plans programs.
- Coordinates with other school programs.
- Develops policies and procedures to facilitate the delivery of programs, student discipline and parent and public relations.
- Utilizes community organizations in response to family needs.
- Examines outcomes related to standards, goals and priorities.
- Draws inferences for program revision
- Interprets measurements and evaluation.
- Relates programs to outcomes.
- Coordinates the special education program with the regular education program.
- Aligns curriculum and outcomes
- Adjusts curriculum, as needed.
- Initiates needs analysis and, with the staff, plans and implements a framework for curriculum.

Duty/Responsibility No:	3	<b>Statement of duty/responsibility:</b> Manages, supervises and directs all Community Education program supervisors (i.e. coordinators) and department administrative support staff.
Percent of Time:	20%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>• Provides direction for program coordinators and support staff.</li><li>• Screens, interviews and makes hiring decisions for immediate reports and coordinates the selection processes for all department staff.</li><li>• Evaluates the performance of staff, prepares performance reviews, and assists staff in development improvement plans, goals and on-going training and development objectives.</li><li>• Handles all personnel actions, defines jobs, and responsible for department organizational initiatives/changes.</li></ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Promotes and communicates the overall school district including the Community Education department with internal and external audiences. Involved in the development, registration and on-going assessment of community education classes and its operation. Monitors program operations with respect to community needs, interests, participation and program resources.
<b>Percent of Time:</b>	18%	

**Tasks involved in fulfilling above duty/responsibility:**

- Plans and coordinates the advertising, public relations, and promotional efforts to promote the Community Education programs and services through the publication of brochures and other marketing tools, news releases, speaking engagements, and advertising in the local news media.
- Maintains relationships with the news media and other community communications sources to provide on-going communications with the community.
- Assists the School Board and the Superintendent with public relations issues relating to referendum, levy or bond elections.
- Participates in civic and community affairs that help foster understanding to gain support for the overall school district mission, beliefs and strategies.
- Promotes the development of partnerships between the schools and the community including the business community, the colleges, community organizations, groups and governmental agencies.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Oversees, develops and facilitates a process of community involvement in the programming and evaluation of Community Education programs and services.
<b>Percent of Time:</b>	5%	

**Tasks involved in fulfilling above duty/responsibility:**

- Formulates the Community Education Advisory Council.
- Determines agenda items, their work assignments, provides information and recommendations for the council.
- Oversees the citizen involvement process used in specific program areas by the program coordinators.

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Establishes, develops and fosters ongoing cooperative working relationships with local community groups, businesses, non-public educational institutions, youth service organizations, and citizens of the community. Collaborates with the City of Northfield or other governmental agencies to develop and promote collaborative efforts and initiatives in better meeting the needs of the community.
<b>Percent of Time:</b>	5%	

**Tasks involved in fulfilling above duty/responsibility:**

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Plans, develops and monitors the fiscal operations and budgets of Community Education.
<b>Percent of Time:</b>	5%	

**Tasks involved in fulfilling above duty/responsibility:**

- Monitors revenues and approves expenditures for Community Education.
- Makes recommendations concerning levies, special needs in school-aged care, and budgets to the School Board.
- Seeks out additional resources from various local, county, state, federal or private sources and prepares grants.
- Seeks out and enters into collaborative relationships and initiatives with other agencies to better meet the needs of the community and make for a more effective use of resources.
- Plans and develops the budget process with appropriate staff; prepares budget recommendations and maintains the approved budget.
- Selects and purchases materials.
- Supervises the maintenance of the physical plant (NCEC) by observing and review reports of problems, assessing needs and directing maintenance and repair activities.

- Procures, apportions, monitors, accounts for and evaluates the fiscal, human and time resources needed to reach outcomes that reflect the needs or goals of the NCEC.

Duty/Responsibility No:	8	Statement of duty/responsibility: Administers the school district facility usage policy and procedures.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	9	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	2%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>• Participates and is involved in various professional organizations in the area of Community Education.</li><li>• Attends conferences, meetings and serves on various committees or task forces.</li></ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	Masters Degree	
	High school diploma or GED.	<b>Major field of study or degree emphasis:</b> Community Services	
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
x	2nd year graduate level		

	<b>Doctorate level</b>	<ul style="list-style-type: none"> <li>• Knowledge of procedures, practices and methods in planning, evaluating and designing educational programs and services.</li> <li>• Knowledge of procedures, practices and methods in planning, implementing and evaluating effective community relations and communications.</li> <li>• Concepts, principles and philosophy of lifelong learning, public education, and relationship of Community Education to K-12 programming.</li> <li>• Knowledge of local, state and federal laws/regulations as they pertain to community services.</li> <li>• Knowledge of management and supervisory fundamentals, principles and trends.</li> <li>• Fundamentals of UFARS accounting and their application and use in budget planning and monitoring of community education programs.</li> <li>• Knowledge of district administrative policies and procedures.</li> <li>• Comprehensive knowledge of community education.</li> <li>• Supervisory and management theory, principles and techniques.</li> <li>• District procedures and policies governing building administration and management.</li> </ul>
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<b>Required Work Experience in Addition to Formal Education/Training:</b>	
<b>Required Supervisory Experience:</b> Minimum of two years administrative and supervisory experience in community education programming	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> State of MN Administrative Licensure for Director of Community Education

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Developing, formulating, evaluating and implementing community education.</li> <li>• Developing, formulating, evaluating and implementing effective community relations and communications services.</li> <li>• Managing, leading, delegating, evaluating and supervising the activities of a wide range of supervisory, professional and support staff personnel.</li> <li>• Planning, developing, defending and monitoring the fiscal operations of a diverse community education program.</li> <li>• Identifying and seeking out resources available in the community, private organizations or governmental agencies that can be used to improve and enhance the services provided by and through community education.</li> <li>• Collaborating with, fostering and encouraging community involvement and support in the development and evaluation of community needs and department programs and services.</li> <li>• Promoting, advertising and engaging in public relations activities to promote the programs and services of community education as well as the school district.</li> <li>• Developing, motivating, and fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials, or managers of other agency's or organizations and the position has the authority and responsibility for representing the organization and speaking on behalf of the organization.</li> <li>• Performing public relations activities and working with citizens and the public in problem</li> </ul>
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	<p>solving and in addressing their concerns and issues within the policies and procedures of the department and the district.</p> <ul style="list-style-type: none"> <li>• The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.</li> <li>• The skill and ability to communicate - both orally and in writing.</li> </ul>
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### RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Early Childhood Coordinator	1
2	Recreation Program Coordinator	1
3	Administrative Support Staff	4 (Including Community School)
4	Enrichment Coordinator	1
5	Youth Development Coordinator	1
6	Ventures Coordinator (Childcare)	1
7	Auditorium Technician	1
8	<u>Community School Coordinator</u>	3
9	<u>Instructional staff, including teachers, specialists and educational assistants</u>	50
<b>TOTAL</b>		<b>63</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total: 38</b>

<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>This position works in a typical school district office environment and not exposed to any significant environmental hazards and risks. The nature of the work can involve some disagreeable human interactions/conflicts, and fluctuations in work volume, deadlines and priorities.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b><u>Employee is required to:</u></b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		X		
<b>Walk</b>		X		
<b>Sit</b>			X	
<b>Use hands dexterously (use fingers to handle, feel)</b>		X		
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		

Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

## SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

**Classification History:**

Prepared: 9/2003.

Revised 3/2004

Revised 9/2012

Revised 8/2022