



POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

September 2012

SECTION I: GENERAL INFORMATION

Position Title: Director of Community Services	Department: Community Services Division
Immediate Supervisor's Position Title: Superintendent of Schools	FLSA Status: Exempt
Band/Grade/Subgrade: E-8-2	Bargaining Unit: Non-Union Administrators - Cabinet
<p>Job Summary: Under the direction of the Superintendent, the Director of Community Services 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 and the district's volunteer programs. The Director of Community Services and Community Relations 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.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Directs and manages the planning, development, evaluation, and improvement of the district's Community Services and community relations goals and objectives.
Percent of Time:	20%	
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • Oversees and administers the development, operation, registration and on-going assessment of Community Services classes, programs, services and activities. Monitors program operations with respect to community needs, interests, participation and program resources. • Oversees and administers the development, operation and on-going assessment of Community Services and relations activities. • Supervises the preparation of state annual reports and other required data submissions. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Manages, supervises and directs all Community Services program supervisors (i.e. coordinators) department administrative support staff and district community relations staff (Word and Design Specialist, etc.)
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Provides direction for program coordinators, Word and Design/Web Support Specialist; the Welcome Center Community Liaison, and support staff
- Screens, interviews and makes hiring decisions for immediate reports and coordinates the selection processes for all department staff.
- Evaluates the performance of staff, prepares performance reviews, and assists staff in development improvement plans, goals and on-going training and development objectives.
- Handles all personnel actions, defines jobs, and responsible for department organizational initiatives/changes.

Duty/Responsibility No:	3	Statement of duty/responsibility: Promotes and communicates the overall school district including the Community Services department with internal and external audiences. development, registration and on-going assessment of community services classes and its operation. Monitors program operations with respect to community needs, interests, participation and program resources.
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Plans and coordinates the advertising, public relations, and promotional efforts to promote the Community Services 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 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.

Duty/Responsibility No:	4	Statement of duty/responsibility: Oversees, develops and facilitates a process of community involvement in the programming and evaluation of Community Services programs and services.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Formulates the Community Services 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.

Duty/Responsibility No:	5	Statement of duty/responsibility: 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.
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

Duty/Responsibility No:	6	Statement of duty/responsibility: Plans, develops and monitors the fiscal operations and budgets of Community Services.
Percent of Time:	5%	

- Tasks involved in fulfilling above duty/responsibility:**
- Monitors revenues and approves expenditures for Community Services.
 - Monitors revenues and approves expenditures for Community Relations.
 - 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.

Duty/Responsibility No:	7	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:	8	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		

- Tasks involved in fulfilling above duty/responsibility:**
- Participates and is involved in various professional organizations in the area of Community Services.
 - Attends conferences, meetings and serves on various committees or task forces.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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

Doctorate level	<ul style="list-style-type: none"> • Knowledge of procedures, practices and methods in planning, evaluating and designing educational programs and services. • Knowledge of procedures, practices and methods in planning, implementing and evaluating effective community relations and communications. • Concepts, principles and philosophy of lifelong learning, public education, and relationship of Community Services to K-12 programming. • Knowledge of local, state and federal laws/regulations as they pertain to community services. • Knowledge of management and supervisory fundamentals, principles and trends. • Fundamentals of UFARS accounting and their application and use in budget planning and monitoring of community services programs. • Knowledge of district administrative policies and procedures. • Comprehensive knowledge of community services.
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Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience:
 Minimum of two years administrative and supervisory experience in community services programming

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: State of MN Administrative Licensure for Director of Community Services
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Developing, formulating, evaluating and implementing community services. • Developing, formulating, evaluating and implementing effective community relations and communications services. • Managing, leading, delegating, evaluating and supervising the activities of a wide range of supervisory, professional and support staff personnel. • Planning, developing, defending and monitoring the fiscal operations of a diverse community services program. • 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 services. • Collaborating with, fostering and encouraging community involvement and support in the development and evaluation of community needs and department programs and services. • Promoting, advertising and engaging in public relations activities to promote the programs and services of community services as well as the school district. • 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. • Performing public relations activities and working with citizens and the public in problem solving and in addressing their concerns and issues within the policies and procedures of the department and the district. • The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.
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- The skill and ability to communicate - both orally and in writing.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Early Childhood Coordinator	1
2	Recreation Program Coordinator	1
3	Administrative Support Staff	2
4	Enrichment Coordinator	1
5	Mentoring Specialist	1
6	Youth Development Coordinator	1
7	Word and Design / Web Specialist	1
8	Ventures Coordinator (Childcare)	1
9	Auditorium Technician	1
TOTAL		10

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total: 38
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HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

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.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds		X		

