

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

March 2008

SECTION I: GENERAL INFORMATION

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| Position Title: Enrichment Coordinator | Department: Community Services |
| Immediate Supervisor's Position Title: Community Services Director | FLSA Status: Exempt |
| Band/Grade/Subgrade: D-6-1 | Bargaining Unit: Community Services Coordinators |
| Job Summary: Under the general direction of the Community Services Director, the Enrichment Coordinator is responsible for developing, implementing the enrichment programs and the management of the Community Services brochure. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

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| Duty/Responsibility No: | 1 | Statement of duty/responsibility: Plans, develops and implements enrichment programs. |
| Percent of Time: | 70% | |
| Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Ensures use of best practices in enrichment programming for adults, youth and children. • Collaborates with a variety of community organizations to avoid the duplication and coordination of services and programs. • Evaluates class/program effectiveness and participant satisfaction. Provides program and participant data to the Director of Community Services and the advisory council. • Recruits, monitors, and evaluates enrichment instructors hosting instructor meetings, training, and workshops, when necessary. • Develops, maintains, and updates an Instructor's manual for enrichment instructors and other staff. • Markets and promotes enrichment activities and opportunities via the local media, institutions, organizations and agencies within the community. • Generates and monitors the budget for adult enrichment programs. • Provides assistance to individuals, other district staff and the community concerning adult enrichment programs, activities and services. • Attends training sessions, district and departmental meetings. • Keeps abreast of changing developments, trends and educational technologies pertinent to the field. • Assists the Director with special projects or activities as delegated. | | |

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| Duty/Responsibility No: | 2 | Statement of duty/responsibility: Oversees the production of the Community Services Division seasonal brochures, related marketing activities, and the related functions of the web-based registration software. |
| Percent of Time: | 30% | |

Tasks involved in fulfilling above duty/responsibility:

- Coordinates the collection of brochure copy (content) from all appropriate Community Services division personnel.
- Works with the district Publication and Website Support Specialist for the layout and design.
- Oversees the publication production proofing procession.
- Coordinates advertising.
- Verifies current postal patron data.

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| Duty/Responsibility No: | 3 | Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned. |
| Percent of Time: | | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| 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: Type of degree: (B.S., M.A., etc.) | |
| | less than high school diploma | Bachelor's Degree | |
| | High school diploma or GED. | Major field of study or degree emphasis: Community Education, Education, or related area. | |
| | 1 year college | | 2 years college |
| | 3 years college | x | 4 years college |
| | 1st year graduate level | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: | |
| | 2nd year graduate level | <ul style="list-style-type: none"> • Fundamentals of supervisory theories and principles. | |

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| Doctorate level | <ul style="list-style-type: none"> • Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming. • Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects. • Fundamentals and basic knowledge of recordkeeping, bookkeeping budget, and data collection. • Basic knowledge concerning the use of computers and related software applications and general business equipment. • Knowledge of community resources and community organizations within the community. • Knowledge of the theories, philosophy and approaches to adult and youth education/enrichment programming, implementation and evaluation. • General knowledge of district administrative policies and procedures pertinent to the activities and programs of Community Services. • The ability to transport self among district buildings and to regional and state meetings and workshops as necessary. |
| Required Work Experience in Addition to Formal Education/Training: | |
| Requires a minimum of one year directly related work experience in programming and coordination. | |
| Required Supervisory Experience: | |
| LICENSE/ CERTIFICATION | Identify licenses/certification required upon hiring: |

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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | <p>Skilled in:</p> <ul style="list-style-type: none"> • Ability to work collaboratively with team members, school district staff and other groups, organizations. • Applying supervisory theories and practices in delegating, monitoring, evaluating and training contract instructional personnel. • Planning, evaluating, implementing, coordinating and arranging for enrichment programs, activities, events or services. • Applying public relation theories and techniques in promoting, advertising and informing the community of programs, facility use and services. • Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses, data collection and the like. • Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and the department. • Using computers and related software applications and general office equipment, e.g., copiers, facsimiles and phones. • Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information, speak before groups and make presentations, to receive work direction, and to market programs, address, negotiate or resolve issues/conflicts appropriately. |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | | |
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| | Titles of Positions Directly Supervised | # of Employees |
| 1 | Seasonal, part-time enrichment staff | 90-130 |
| TOTAL | | |

| INDIRECT SUPERVISION: | |
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| Number of employees indirectly supervised: Contractual instructors and facility use staff. | Total: |

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| <p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p> | <p>Duties performed by this classification are primarily administrative, planning and supervisory in nature and, as a result, incumbents are exposed to a minimum of environmental hazards and risks associated with the requirements of the work.</p> |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
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| <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 | |
| 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:

Light Work:

Exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

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: