

**DRAFT - Community Education Staffing Options - DRAFT**

**2026-2027 School Year**

	<b>Option A - Current Structure</b>	<b>Option B - Restructure</b>	<b>Option C - Restructure</b>	<b>Option D - Restructure</b>
<b>Title</b>	Community Ed. Director	Community Ed. Director	Community Ed. Coordinator / Marketing, & Event Support	Community Ed. Coordinator / Event Support / Concessions Management
<b>FTE</b>	1.0 FTE	0.5 FTE	1.0 FTE (0.5 CE Coordinator / 0.5 Marketing & Event Support)	1.0 FTE (0.5 FTE / Event & Concessions Management)
<b>Salary</b>	Range: \$55,000-\$75,000	Range \$25,000-37,000	Hourly: \$30-\$40 (clock in/out)	Hourly: \$30-\$40 (clock in/out)
<b>License Requirement</b>	Yes	Maybe: If not licensed, work under a CE licensed person.	Maybe: If not licensed, work under a CE licensed person.	Maybe: If not licensed, work under a CE licensed person.
<b>Days per year</b>	200	100	150	150
<b>Onsite</b>	Yes	Yes	Yes	Yes
<b>Primary Focus</b>	Community Education Early Childhood Education Facility Scheduling	Community Education	Community Education Class organization District-Wide Communications District Website Support District-Wide Marketing Event Supervision & Assistance on days and occasional weekends Auditorium Management Facility Scheduling	Community Education Class organization, Concessions, Events, Facility Scheduling
<b>District Needs as a result</b>	None	Early Childhood Education Oversight (registration, staffing, budgeting) Facility Scheduling	Early Childhood Education	Early Childhood Education
<b>Program Leadership</b>	Plan, develop, implement, and evaluate comprehensive CE & early childhood programs for all ages and community demographics based on needs. Schedule events and activities across the District.	Plan, develop, implement, and evaluate community ed. Class offerings. Recruit volunteers for class offerings.	Plan, develop, implement, and evaluate CE program with shared oversight. Keep all District website, social media, and other communications updated daily. Provide events supervision support for after school activities, including some weekends. Provide oversight of all things in the Auditorium.	Plan, develop, implement, and evaluate CE program with shared oversight. Concessions Management, provide events supervision support for after school activities, including some weekends. Provide oversight of all things in the Auditorium.
<b>Budgeting and/or Financial Responsibilities</b>	Develop annual budget, secure grants, partnerships, and find external funding as applicable for CE and Early Childhood Program. Collecting and assisting with payments of community education classes, VPK & Pathway II Grants.	None	None	Manage and present concession receipts to the Business Office.
<b>Collaboration/Groups</b>	Superintendent, Elementary Principal, Advisory Council, Community Organizations, Others	Superintendent, Principals, Advisory Council, Community Organizations, Others	Neighboring CE Director, Advisory Council, Superintendent, Principals, Activities Director, Community Organizations	Neighboring CE Director, Advisory Council, Superintendent, Principals, Activities Director, Community Organizations
<b>Communications &amp; Outreach</b>	Complete state reports, evaluations, needs assessments, surveys for community needs, media releases, marketing of programs, community engagement, work closely with CE Advisory Council.	Complete required reports that are signed by Community Ed. Director designee, conduct needs assessments, work closely with CE Advisory Council	Complete required reports that are signed by Community Ed. Director designee, conduct needs assessments, work closely with CE Advisory Council, Activities Director, Manage website, social media, district communications & newsletters, marketing	Complete required reports that are signed by Community Ed. Director designee, conduct needs assessments, work closely with CE Advisory Council, Activities Director
<b>Registration &amp; Promotion Requirements</b>	Online brochure creation, monitoring registrations, marketing for classes & recruitment of volunteers,	Online brochure creation, monitoring registrations, marketing, recruitment of volunteers	Online brochure creation, monitoring CE and activity registrations, marketing	Online brochure creation, monitoring CE and activity registrations
<b>Facilities/Events</b>	Oversee all facility use district-wide	None	Auditorium Management (scheduling, training, event support, lights), All Facility usage across the District	Auditorium Management (scheduling, training, event support, lights), All Facility usage across the District, Concession Stand
<b>Student &amp; Activity Support</b>	Summer Picnics, Community Plays, Preschool Oversight	Summer Picnics, Community Plays	Evening Activity Supervision, ticket taking, event management assistance	Evening Activity Supervision, ticket taking, event management assistance
<b>Additional District Support</b>	None	None	None	None