



Book	Job Descriptions
Section	Job Descriptions
Title	Copy of COMMUNITY EDUCATION DIRECTOR KMK 5-14-25
Code	
Status	Proposed
Adopted	September 1, 2020

School District of Turtle Lake

Community Education Director Position Description School District of Turtle Lake

Job Title	Community Education Director
Qualifications	<ol style="list-style-type: none"> 1. College degree preferred, but other training and experience that qualify an applicant for this position will be considered. 2. Ability to communicate effectively with staff, students, community members, and agency representatives. 3. Experience in related fields such as recreation, youth and adult education, marketing, economics, or public relations. 4. Organizational skills and abilities. 5. Computer and technology skills.
Reports to:	Superintendent
Terms of Employment	12 Months with reduced hours in the summer.

Responsibilities

1. Program Development
 - a. Develop/facilitate programs, classes, or activities that meet the cultural, social, recreational, educational, and health needs of all residents of the school district.
 - b. Programs can include summer field trips, ~~Laker Service Program~~, Little Laker Club, adult and student classes, and others.
 - c. Implement a Needs Assessment on a regularly scheduled basis.
 - d. Form partnerships with or assist in the development of partnerships that allow new initiatives and expansion of community education.
2. Budgeting and Financial Planning
 - a. Submit an annual budget to the District Office.
 - b. Maintain appropriate financial records for all programs and activities.
3. School and Community Relations
 - a. Coordinate the development of community education newsletters, brochures, catalogs, etc., that inform the community of community education activities and issues.
 - b. ~~Coordinate facility use request process for the school district.~~
 - c. Coordinates the publication of the School District Community Education website.
 - d. Gather information and create the Laker Nation News quarterly newsletter.
4. ~~Staff Development~~
 - a. ~~Provide opportunities for training to community education instructors.~~
5. Supervision
 - a. Supervise community education staff.
 - b. Hire and terminate community education staff cooperatively with elementary principal.
 - c. Evaluate community education staff cooperatively with elementary principal.

Other Assigned Responsibilities

Other duties as assigned by administration.

Evaluation

Evaluation by the immediate supervisor will occur on an annual basis.