

## CLASSIFICATION DESCRIPTION

### District Community Education ~~Coordinator~~ Director

<b><u>Title of Immediate Supervisor:</u></b> -Assistant Superintendent	<b><u>Department:</u></b> Community Education	<b><u>FLSA Status:</u></b> Exempt
<b><u>Accountable For (Job Titles):</u></b> <del>Coordinator</del> <b><u>Duluth Adult Education, Facilities Use</u></b> <b><u>Coordinator,</u></b> Community Schools Area Coordinator, <b><u>Community Schools Program Coordinator,</u></b> Community Schools Building/Program Coordinator, <b><u>Safe Routes to School Coordinator,</u></b> OST Site Supervisor (Lead), <b><u>Duluth Early Childhood Services Coordinator/Head Start Director,</u></b> ECFE/School Readiness Specialist Teacher, Teacher, Paraprofessional, Office Support Specialist <b><u>and relevant positions as assigned by supervisor.</u></b>		<b><u>Pay Grade Assignment:</u></b> Duluth District-Wide Instructional Administrators' Association, <del>Pay Class II-A</del>

#### General Summary or Purpose Of Job:

Provides ~~strategic~~ direction, ~~supervision and~~ ~~visionary~~ leadership ~~and comprehensive oversight~~ for the Community Education Program, which ~~consists-encompasses a diverse portfolio~~ of educational, recreational, enrichment, cultural, ~~and~~ human service ~~and adult education programs (including GED preparation and English as a Second Language)~~. This role is responsible for ensuring the program effectively addresses the evolving programs ~~designed to meet the identified~~ needs of all residents, ~~optimizes the utilization of the community and maximize the use of school facilities, and fosters a culture of lifelong learning and community engagement through innovative and data-driven initiatives.~~

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
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1. Prepares, manages and strategically aligns ~~administers~~ a fiscally-responsible Community Education Department budget with program goals and community needs. Makes data-informed programmatic and budget recommendations to the administrative team and to the School Board regarding community education fund expenditures. Proactively identifies and secures alternate revenue streams through State, federal, -and local grants, sponsorships, and partnerships.
2. Plans, develops and implements, and evaluates a diverse range of high-quality on a District-wide basis, programs and services across the district, including in the following areas: after school youth, adult education and enrichment, early childhood family education, school readiness and pre-kindergarten, driver education, special needs, community use of school facilities and senior citizens. Ensures programs are aligned with best practices, incorporate innovative delivery methods, and meet the diverse needs of the community. Interprets and ensures compliance with federal and State guidelines/statutes and reporting requirements, and school district policies.
3. Provides leadership, supervision, ~~including~~ performance appraisal, hiring and comprehensive training ~~of~~to all staff district-wide including specialist teachers, teachers, supervisors, coordinators, supervisory assistants, office support specialists and adult education instructors. Fosters a collaborative and high-performing environment, the part-time staff employed by the Community Education program. Recommends staff compensation levels to the Human Resource Department. Evaluates teachers under their supervision, providing feedback, supporting professional development initiatives, and facilitating related training.
4. Leads strategic planning initiatives to ensure the long-term sustainability and growth of the Community Education Program. Coordinates staff team building, evaluation and data-driver problem-solving activities. Supports district aims and goals. Develops goals and objectives, facilitates effective staff communication, implements situational management strategies and develops long-range plans. Facilitates and participates in staff meetings, with each program, support level staff, parent/community advisory councils, district and state level meetings.
5. Develops and nurtures strong, maintains collaborative relationships programs with city and county departments, and with local non-profit agencies, businesses and community organizations. Leverages partnerships to expand program reach and resources. Works with community groups and advisory councils, such as the Family Service Collaborative, Service Learning Committees, Community Education Advisory Council, and the Parks and Recreation Board, to facilitate program implementation and address community needs.
6. Develops and implements comprehensive marketing and communication strategies to promote, markets and publicizes, on a District-wide basis, community education programs district-wide. Utilizes a variety of Uses print, digital, and social media platforms to reach diverse audiences, and electronic media to market programs. Promotes an understanding and support for all ~~of the District's~~ district programs by making presentations at school board meetings, PTA gatherings and other community groups events. Publishes and distributes the community education catalog to community residents and households.

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7. Develops and implements policies and policies and procedures that are related to youth service and youth leadership activities, including a robust summer enrichment program, fostering youth development and engagement. Collaborates with summer school leadership to support the planning, implementation, and evaluation of summer programs, ensuring alignment with district goals.
8. Maintains proficiency in relevant technology, including online registration systems, data management, learning management systems, and communication platforms. Utilizes data analytics to assess program effectiveness, identify trends, and inform strategic decision making.
9. Performs other duties of a comparable level or type.

#### **Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in Community Education, Education, or a closely-related field, and a minimum of five years experience as a community education director or assistant community education director in a large urban or diverse school district; Demonstrated experience in strategic planning, data analysis, and technology integration is essential. Proven leadership in developing and implementing innovative community-based programs is required. Alternatively, an equivalent combination of education, training, and/or experience demonstrating the ability to successfully perform the essential functions of the work, including advanced leadership and management skills, fiscal accountability, and community engagement expertise. or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

#### **Certification or Licensing Requirements** (prior to job entry):

Community Education Director's license issued by the Minnesota Department of Education.

#### **Knowledge Requirements**

Requires comprehensive knowledge of:

- Community Education philosophy, and goals and contemporary trends in lifelong learning.
- Local community and governmental agencies and their respective roles in community development.
- Team facilitation, conflict resolution, and the collaborative process, including multi-stakeholder engagement.
- General school operations, finance, policies and facility utilization, with a strong understanding of school district strategic goals.
- Youth development and youth service models including evidence based practices and your leadership development.

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- Principles, methods and practices of administration and personnel supervision, including performance management and talent development.
- Pre-kindergarten and early childhood and family education standards, curriculum, assessments and best practices, and their alignment with state and national standards.
- Grant writing and securing alternative funding sources.
- Data analysis and interpretation for program evaluation and strategic planning.
- Technology integration in program delivery and administration.

#### **Skill Requirements**

Requires knowledge of:

- Assessing community needs, and developing, organizing and managing effective ongoing programs using data driver approaches and strategic planning.
- Program promotion and marketing strategies, including digital and social media platforms.
- Administering complex department budgets, and the ability to monitor and control program budgets with a wide variety of funding sources, fiscal accountability and strategic resource allocation.
- Excellent verbal, written, presentation and listening communication skills, including public speaking and stakeholder engagement.
- Recruiting, selecting, training and evaluating staff in certified, non-certified, coordinator and support positions, with a focus on team building and professional development.
- Ability to provide leadership to a broad range of individuals and programs, fostering collaboration and innovation.
- Conflict resolution and problem solving, using collaborative and data-informed approaches.
- Utilizing ~~sing~~ a range of ~~computer~~-software applications, including such as MDS-Word, MS-Excel, Microsoft and Google platforms, fiscal management systems budgeting software, and student information and registration systems, and scheduling software learning management systems and data analysis tools to enhance program management and decision-making.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms			√	

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	Climb or balance	√			
	Stoop/kneel/crouch or crawl	√			
	Talk and hear				√
	Taste and smell	√			
<b>Lift &amp; Carry:</b>	Up to 10 lbs.		√		
	Up to 25 lbs.	√			
	Up to 50 lbs.	√			
	Up to 100 lbs.	√			
	More than 100 lbs.	√			

#### **General Environmental Conditions:**

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

The typical noise level is considered to be quiet.

#### **General Physical Conditions:**

**Work can be generally characterized as:**

**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.

<b><u>Vision Requirements:</u></b> Check box if relevant	<b>Yes</b>	<b>No</b>
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

#### **Job Classification History:**