

JOB DESCRIPTION

Director of Community Education

This position reports to the Superintendent of Schools.

1. Plans, organizes and administers a program of enrichment, recreation, adult education and other community education according to community needs.
2. Develops, implements and/or modifies regulations and programming in the operation of various community education programs.
3. Develops and administers a communications program through various publications and media to inform the community and to promote the opportunities available through the various community education programs.
4. Develops community activities in the various schools during after school, evening, weekend, and summer hours.
5. Prepares and administers the individual and overall budgets for the various community education programs.
6. Responsible for selection and supervision of Community Education licensed and unlicensed coordinators and supervisors.
7. Makes recommendations to the Director of Administration and Human Resources on staffing needs and the assignment, promotion, and demotion of personnel.
8. Provides in-service opportunities for Community Education staff.
9. Establishes an active Community Advisory Council to assist in program development.
10. Administers school district pool & arena.
11. Administers Board Policy 701 (use of school facilities by community groups), and organizes the development of a yearly and weekly schedule of events for the school district.
12. Assists various groups in coordinating activities designated as "community-related".

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13. Attends and participates in educational meetings, workshops, seminars and conventions.
14. Supervises the Family Center.
15. Supervises Early Childhood Screening.
16. Supervises the Drivers' Education Program.
17. Oversees non-school district groups flyer distribution.
18. Attends School Board meetings and other meetings as requested by the Superintendent.
19. Performs all other acts reasonable and necessary to accomplish the primary function as requested by the Superintendent.

Adopted: 2/7/00
Revised: 11/1/07