

MARION COUNTY JOB DESCRIPTION

Position Title: Director, Community Education
Department: Community Education
Reports To: Superintendent/Designee
Approved By: Marion County Board of Education Date: May 2013

SUMMARY: To support Community Education components: facility usage, lifelong learning, volunteerism, P-12 support, and collaboration

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Provide leadership for development and implementation of a comprehensive community education program
- Provide overall planning and direction for the operations, budgeting and staffing of the program
- Develop enrichment programs and learning opportunities that are social, recreational, educational and cultural in nature for residents of all ages
- Recruit, train, supervise, and evaluate qualified staff according to district and state guidelines of programs which are under the auspices of Community Education
- Supervise daily operations of the Community Education Program
- Compile and submit reports required or requested by the school district and for various state and local agencies or institutions
- Work with school administrators, staff, local agencies, governmental bodies, and businesses to foster coordination of services and integration with other school and community programs
- Participate in local, state, and national professional organizations related to the Community Education program
- Facilitate mechanisms to constantly evaluate programs, identify community needs, and develop new programs when needed
- Represent the school district by participating in activities and appropriate civic, community committees, etc. directed toward furthering the Community Education concept
- Develop and implement marketing strategies for community education and assist the district with public relations
- Coordinate and supervise effective and efficient use of district facilities for community use
- Implement procedure for all background checks required through the Administrative Office of the Courts

SUPERVISORY RESPONSIBILITIES: Community education staff and contract instructors

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: BA or BS degree

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Demonstrated leadership ability and general knowledge of issues and problems in all areas that affect participants in the community education program. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to deal tactfully with students, staff, parents, and visitors. Ability to maintain confidentiality. Must be dependable, honest, and trustworthy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with several time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a classroom the noise level may be loud, in the office, quiet and at meetings, moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.