



REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.08 Assist Director in assessing community needs.	B2	Q-5%			1.08 Evidence exists.
<b>2. ENRICHMENT CLASSES, ACTIVITIES, AND TRIPS.</b>					
2.01 Hire instructors through a process of recruiting, interviewing, evaluating and supervising.	B3	W-28%		<b>Ability to:</b>	2.01 Evidence exists.
2.02 Contact existing instructors to set up classes	B2	M-35%		- Speak clearly in written and verbal communications.	2.02 Instructors are informed and classes are held.
2.03 Coordinate and schedule facility use as needed for Community Ed.	B2	W-15%		- train, supervise, and evaluate personnel.	2.03 Facilities open on time.
2.04 Set deadlines, collect schedules, from cooperative agencies for quarterly brochure.	B2	Q-5%		- determine, communicate, and evaluate program objectives, standards, and policies.	2.04 Evidence exists.
2.05 Design, illustrate, and layout quarterly brochure and set up printing needs.	B2	Q-30%		- create, allocate, & review program budget and resources.	2.05 Brochure is accurate and attractive.
2.06 Coordinate the brochure mailing/ mail costs with post office, publisher, and district.	B2	Q-3%		- Communicate effectively.	2.06 Brochure mailed on time.
2.07 Write media releases for Bemidji and surrounding area concerning classes and activities.	B2	W-10%		- Multi-task.	2.07 News releases on file.
2.08 Take photographs for publicity.	A1	W-3%		<b>Knowledge of:</b>	2.08 Photos taken.
2.09 Create and post signs as needed for classes and activities.	A1	W-5%		- Fiscal responsibility and effective budget management.	2.09 Evidence exists.
2.10 Assist with registration, and secure late registration during evening, as needed.	A1	W-10%		- Assessment policies and procedures.	2.10 Registration taken in timely manner.
2.11 Design and implement evaluation plan of classes, activities, & instructors, and provide summary following evaluation.	B31	W-5%		- Computer Programs (Microsoft Word, Excel, and Adobe Pagemaker).	2.11 Evaluations on file.
2.12 Review and document official complaints and compliments of instructors and programming according to school district policy	B2	M-10%		- Community Relations.	2.12 Official documents on file.
2.13 Supervise facility use and programming as needed.	B2	M-20%		<b>Skills:</b>	2.13 Facility use policies are followed.
2.14 Develop, monitor, and complete instructor and cooperative agency contracts for payment of all services.	B2	Q-10%		- Organizational	2.14 Instructors/ agencies paid in timely manner.
2.15 Monitor/report class participation and budget revenue to Director on quarterly basis.	B2	Q-10%		- Composition	2.15 Summary and budget accurate/on time.
				- Scheduling	
				- Design/Illustration	
				- Photography	
				- Leadership	
				- Collaborative Problem Solving	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
2.16 Develop and utilize assessment tools, including quarterly brochure and other community resources.		Q-2%			2.16 Evidence exists.
2.17 Coordinate inventory and purchase necessary equipment, supplies, and learning resources for classes.	B2	M-15%			2.17 Inventory exists and is distributed.
<b>3. DEVELOP AND COORDINATE SPECIAL PROGRAMS AND EVENTS:</b>					
3.01 Collaborate with community entities to develop and implement special educational programs, i.e. <b>Aging Conference.</b>	B2	M-5%		<b>Ability to:</b>	3.01 Special program/event scheduled and held.
3.02 Attend meetings and assist with overall planning/organizing of special program.	A1	Q-10%		- work cooperatively and effectively with community groups and organizations.	3.02 Meeting minutes filed.
3.03 Coordinate advertising for program.		Q-2%		- communicate effectively.	3.03 Promotional materials filed.
3.04 Coordinate obtaining funds, scholarships and sponsorships for program.		Q-3%		- to speak clearly in written and verbal communications.	3.04 Requisitions filed.
3.05 Reserve facilities as needed.		Q-3%		- to coordinate program operations/ activities and effectively communicate matters effecting other departments or agencies.	3.05 Facilities open on time, and facility use policies are followed.
3.06 Develop staffing for the special program/ recruit workers and volunteers.		Q-3%		<b>Knowledge of:</b>	3.06 Event is staffed and supervised.
3.07 Coordinate evaluating program and brief Director.		Q-2%		- event planning.	3.07 Evidence exists/ evaluations on file.