



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					EVIDENCE EXISTS THAT:
<p>9. Secretarial. 10. Volunteers. 11. Community Ed. Advisory Council.</p> <p>1.02 Evaluate all licensed and non licensed staff. 1.03 Provide staff review process that includes employee input and personal goal development. 1.04 Conduct all staff hiring according to District policy utilizing appropriate staff input. 1.05 Initiate and conduct staff termination appropriate to District policy. 1.06 Interpret and when necessary develop staff policy to accommodate program differences that fit District policy, 1.07 Initiate strategic planning with staff. 1.08 Provide staff development and training for all programs. 1.09 Supervise all necessary team building and staff meetings. 1.10 Incorporate integrated staff development training for those programs delivering collaborative services with other agencies. 1.11 Provide leadership and liaison to Community Ed. Advisory Council that complies with Mn Statute (121.88 Sub. 2). 1.12 Supervise staff licensure for compliance with State rules and maintain administrative licensure to comply with Mn Rules (33530.60 and 3510.90). 1.13 Authorize all time sheets, leave requests, and travel vouchers. 1.14 Provide liaison to Personnel Director and Administration on staff concerns.</p> <p>2.00 Supervise all Community Education programs.</p>				<p>Organization structures for staff and programs.</p> <p>Supervision and advertising theory.</p> <p>Communication process; small group dynamics.</p> <p>Community Ed. history, process and structure, concepts, mission and vision.</p> <p>Concept and theory of assessment and evaluation.</p> <p>Principles of interpersonal leadership.</p> <p>Concepts and theory of persuasive speech, promotion and motivation.</p> <p>Quality control and control theory.</p> <p>Principles of empathic communication.</p> <p>Principles of creative management, cooperation and collaboration.</p>	<p>1.02 Evaluations are on file.</p> <p>1.03 Input is on file.</p> <p>1.04 Records are on file.</p> <p>1.05 District policy was followed.</p> <p>1.06 Interpretation and development are on file.</p> <p>1.07 Planning was done.</p> <p>1.08 Training was done.</p> <p>1.09 Team and staff meeting schedules are on file.</p> <p>1.10 Collaborative training was done.</p> <p>1.11 Appropriate meetings and communications are documented on file.</p> <p>1.12 Administrative licensure is current along with all teaching licensure files.</p> <p>1.13 Authorization is done on time and correctly.</p> <p>1.14 Liaison is done on a regular basis.</p>

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<p>2.01 Administer and supervise all appropriate District policies, regulations and Minnesota State Statutes and Rules for: (1) E.C.F.E.; (2) A.B.E.; (3) S.A.C.; (4) aquatics; (5) enrichment; (6) intramural sports; (7) youth service/youth programs; (8) G.E.D. testing; (9) contracted partnerships and/or collaborative programs; (10) all related grant programs.</p> <p>2.02 Supervise program content, curriculum and delivery to match learner outcomes and needs.</p> <p>2.03 Supervise safety and security of all children, youth, and adult learners complying to all District's harassment, conduct, weapons, and safety policies that relate.</p> <p>2.04 Implement and facilitate positive school/community relationships.</p> <p>2.05 Serve and participate on community committees relating to Community Education vision and mission.</p> <p>2.06 Initiate and develop necessary short and long-term needs assessment.</p> <p>2.07 Initiate and implement new programs that fit assessment, Community Education mission and/or District need.</p> <p>2.08 Supervise and implement all scheduling, inservice, program updates, by-laws and membership changes for the Advisory Council.</p> <p>2.09 Supervise program relationship and service delivery to special needs children and adults to comply with State Statutes and District policies.</p>				<p><u>Ability to:</u></p> <p>Interpret and administer policies, rules, and State statutes.</p> <p>Observe and evaluate staff.</p> <p>Communicate effectively.</p> <p>Listen empathically.</p> <p>Implement staff input and inclusion process.</p> <p>Motivate staff towards mission and vision.</p> <p>Educate staff and council regarding Com. Ed. philosophy, process, mission and vision.</p> <p>Interpret assessment data and supervise appropriate change.</p> <p>Educate and implement paradym shift.</p> <p>Write and implement new grant opportunities.</p> <p>Collaborate, cooperate and partnership with county, city and other agencies to accomplish mission and vision of Com. Ed. and the District.</p>	<p>2.01 State statutes, rules and District policies are communicated and followed.</p> <p>2.02 Curriculum, outcomes and delivery fit student needs.</p> <p>2.03 Safety issues and requirements are communicated and all appropriate policies are utilized.</p> <p>2.04 Appropriate philosophy and practice is in place and ongoing.</p> <p>2.05 Membership and participation is current.</p> <p>2.06 Assessment data is on file.</p> <p>2.07 Programming is done.</p> <p>2.08 Advisory Council work and coordination is accomplished.</p> <p>2.09 State and District policies are met regarding special needs programs.</p>

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2.10 Interpret and develop grants for all programs, analyzing and pairing needs to Federal, State and local grant resources. 2.11 Supervise and proof all promotion and printed material mailed to general public. 2.12 Complete all necessary program and grant reports for District, State and Federal requirements. 2.13 Facilitate community/school partnerships and collaboratives that support mutual interest, mission and vision statements. 2.14 Develop all necessary program policies and assist in administration in understanding and/or adjusting District policy to best address community learner needs. 2.15 Attend and participate in all School Board and Administration meetings as needed or directed. 2.16 Provide liaison to Superintendent and Administration on appropriate program concerns.				Model leadership and coordinate skills among staff members.  Build teams to effectively accomplish our mission.	2.10 Grants are written and implemented. 2.11 All materials are accurate. 2.12 Reports are done and on time. 2.13 Collaborative involvement matches mission goals.  2.14 Policies are developed and on file. 2.15 Meetings are attended. 2.16 Liaison is ongoing.
3.00 Administer Community Education budget 3.01 Supervise and conduct compliance to Mn Statute (121.85) on community education funding and advisory council input. 3.02 Develop budget and administer revenue use in compliance to Mn Statute (124.2713) 3.03 Administer Community Education budget reflecting operating procedures for fund integrity that addresses Mn Rule (3545.0900). 3.04 Confer with Business Director during budget development. 3.05 Authorize all program requisitions, pay vouchers and warehouse expenditures. 3.06 Evaluate budgets throughout the year.		D 20			3.01 Mn Statute (121.85) was and is followed. 3.02 Mn Statute (124.2713) was and is followed. 3.03 Mn Rule (3545.0900) was and is followed. 3.04 Meeting was held. 3.05 Authorization is done. 3.06 Evaluation is done.

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3.07 Develop appropriate program policies regarding specific budgets. 3.08 Recommend levy additions, increases or changes to Administration. 3.09 Analyze and implement revenue enhancement and sustainability strategies for all programs. 3.10 Provide necessary budget, levy and grant data for annual audit. 3.11 Balance revenues and expenditures making staff and program adjustments where necessary.					3.07 Budget policies are on file.  3.08 Recommendations are on file.  3.09 Strategies have been implemented.  3.10 Audit information was provided to auditors.  3.11 Budget and adjustments are on file.