## **BEMIDJI AREA SCHOOLS**

POSITION JOB DESCRIPTION										
POSITION TITLE Community Educa	LAS	IGINATION DATE								
IMMEDIATE SUPERVISOR <u>Superinte</u>	<u>ndent</u>			-	BAI	ND & GRADE	D-6-3-16			
			Job Summary (Basic Purpose of Position)							
SUPERVISOR EMPL  NOTE: The signature of the supervisor are indicates they have read this job descript agree with its contents.		(	Administer and supervise the development and sustainability of "Building a Learning Community" for all learners that integrates the Community Education and School District Mission Statement.							
GULAR ROUTINE DUTIES of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W		VC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STAN How Will You Know the				
: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS										
3 Supervise Community Ed. Staff. 1 Supervise and administer all appropriate		D35			<u>Skills</u> :	1.01 Communication a	nd training regarding			

REGULAR ROUTINE DUTIES	BAND/	IIIVIE		What You Have to Know to	PERFORMANCE STANDARDS				
List of Things to Accomplish in Major Job Function	GRADE	D, W	WC	Accomplish Duty of Function	How Will You Know the Job is Done?				
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1.00 Supervise Community Ed. Staff.				Skills:					
1.01 Supervise and administer all appropriate		D35			1.01 Communication and training regarding				
district policies and School Board regulations				Basic office equipment	compliance with District policies and				
for:				Higher technology: fax,	School Board regulations are on file.				
1. E.C.F.E. (Early Childhood Family Education)				video, computers and cellular					
<ul> <li>all programs and sites including Campus</li> </ul>				equipment.					
Childcare, Family Resource Center and the									
Family Learning Program.				Knowledge of:					
2. A.B.E. (Adult Basic Education) – all sites									
including 12 school district consortiums,				State, Federal rules,					
Technical College, Law Enforcement Center,				regulations (School Board)					
Beltrami Co. Family Service Center.				and District policies.					
3. S.A.C. (School Age Care) – all sites including									
5 elementary schools and St. Philips.				Education concepts, theories					
4. Evening enrichment classes and special				and methods.					
programs.				_					
5. Aquatic classes including elementary school				Organization structures for					
day programs.				staff and programs.					
6. Intramural sports (elementary and middle									
school).				Supervision and advertising					
7. Youth service/youth programs.				theory.					
8. GED Testing Center.									
9. Secretarial.				Communication process;					
10. Volunteers.				small group dynamics.					
11. Community Ed. Advisor Council.									
1.02 Evaluate all licensed and non licensed staff.					1.02 Evaluations are on file.				

POSITION TITLE Community Education Coordinator Page _2 of _4 Pages									
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REGULAR ROUTINE DUTIES		% OF		What You Have to Know					
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Provide staff review process that includes employee input and personal goal development.      Conduct all staff hiring according to District				Community Ed. history, process and structure, concepts, mission and vision.	<ul><li>1.03 Input is on file.</li><li>1.04 Records are on file.</li></ul>				
policy utilizing appropriate staff input.  1.05 Initiate and conduct staff termination				Concept and theory of assessment and evaluation.	1.05 District policy was followed.				
appropriate to District policy.  1.06 Interpret and when necessary develop staff policy to accommodate program differences that fit District policy.				Principals of interpersonal leadership.	1.06 Interpretation and development are on file.				
<ul><li>1.07 Initiate strategic planning with staff.</li><li>1.08 Provide staff development and training for all programs.</li></ul>				Concepts and theory of persuasive speech, promotion and motivation.	<ul><li>1.07 Planning was done.</li><li>1.08 Training was done.</li></ul>				
1.09 Supervise all necessary team building and staff meetings.				Quality control and control	1.09 Team and staff meetings schedules are on file.				
<ul> <li>1.10 Incorporate integrated staff development training for those programs delivering collaborative services with other agencies.</li> <li>1.11 Provide leadership and liaison to Community</li> </ul>				theory.  Principals of empathic communication.	<ul><li>1.10 Collaborative training was done.</li><li>1.11 Appropriate meetings and</li></ul>				
Ed. Advisory Council that complies with MN Statute (121.88 Sub. 2) 1.12 Supervise staff licensure for compliance with				Principals of creative management, cooperation	communications are documented on file.  1.12 Administrative licensure is current				
State rules and maintain administrative licensure to comply with MN Rules (33530.60				and collaboration.	along with all teaching licensure files.				
and 3510.90). 1.13 Authorize all time sheets, leave requests, and				Ability to:	1.13 Authorization is done on time and				
travel vouchers. 1.14 Provide liaison to Personnel Director and Administration on staff concerns.				Interpret and administer policies, rules and State statutes.	correctly. 1.14 Liaison is done on a regular basis.				
2.00 Supervise all Community Education programs. 2.01 Administer and supervise all appropriate		D45		Observe and evaluate staff.	2.01 State statutes, rules and District				
District policies, regulations and Minnesota State Statues and Rules for:				Communicate effectively.	policies are communicated and followed.				
E.C.F.E.; A.B.E; S.A.C.; aquatics; enrichment; intramural sports; youth service/youth				Listen empathically.					
programs; G.E.D. testing; contracted partnerships and/or collaborative programs; all related grant programs.				Implement staff input and inclusion process.					

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POSITION TITLE Community Education Coordinator Page _4 of _4 Pages							
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2.15 Attend and participate in all School Board and Administration meeting as needed or directed.					2.15 Meetings are attended.		
2.16 Provide liaison to Superintendent and Administration on appropriate program concerns.					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		D20			3.01 MN Statute (121.85) was and is followed.		
funding and advisory council input.  3.02 Develop budget and administer revenue use in compliance to MN Statute (124.2713).					3.02 MN Statute (124.2713) was and is followed.		
3.03 Administer Community Education budget reflecting operating procedures for fund integrity that addresses MN Rule (3545.0900).					3.03 MN Rule (3545.0900) was and is followed.		
3.04 Confer with Business Director during budget development.					3.04 Meeting was held.		
3.05 Authorize all program requisitions, pay vouchers and warehouse expenditures.					3.05 Authorization is done.		
<ul><li>3.06 Evaluate budgets throughout the year.</li><li>3.07 Develop appropriate program policies regarding specific budgets.</li></ul>					3.06 Evaluation is done. 3.07 Budget policies are on file.		
3.08 Recommend levy additions, increases or changes to Administration.					3.08 Recommendations are on file.		
3.09 Analyze and implement revenue enhancement and sustainability strategies for all programs.					3.09 Strategies have been implemented.		
3.10 Provide necessary budget, levy and grant data for annual audit.					3.10 Audit information was provided to auditors.		
3.11 Balance revenues and expenditures making staff and program adjustments where					3.11 Budget and adjustments are on file.		
necessary.							