

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 7/1/2003
 LAST REVISION DATE 10/04
 BAND & GRADE B-3-1-7

POSITION TITLE Evening Enrichment Program Facilitator

IMMEDIATE SUPERVISOR Community Education Coordinator

Job Summary (Basic Purpose of Position)

To develop and implement quality, comprehensive enrichment activities for all ages, all interests, utilizing school district facilities.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

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					
1.00 WORK WITH COMMUNITY EDUCATION DIRECTOR AND STAFF.				Ability to:	
1.01 Meet regularly with Director to list and prioritize tasks.	B2	W-5%		1. Speak clearly in written and verbal communications.	1.01 Evidence exists that regular meetings were scheduled and held.
1.02 Attend all staff meetings, in-services, committees and task forces appropriate to position.	A1	W-15%		2. Schedule and coordinate programs.	1.02 Meeting notes and materials filed.
1.03 Coordinate the development of the quarterly brochure by setting deadlines, collecting schedules and program information from all other Community Education coordinators/programs.	B2	Q-10%		3. Establish advertising deadlines and to meet them.	1.03 Evidence filed, brochure printed on time.
1.04 Assist Director as a liaison to appropriate community, business and city groups.	B2	M-10%		4. To relate to people and their needs.	
1.05 Attend meetings, workshops and conferences when necessary and report.	A1	M-5%		Knowledge of:	
1.06 Develop and coordinate radio advertisements with local radio stations for Community Education.		Q-2%		1. Proper telephone procedures	1.04 Promotion material filed.
1.07 Technical assistant and liaison between Website Developer and Community Education: billing and quarterly updates.		W-4%		2. Community agencies and resources	1.05 Meeting minutes on file.
1.08 Assist Director in assessing community needs.	B2	Q-5%		3. Awareness of community needs (social, educational and recreational)	1.06 Evidence exists.
				4. Community Education programs and philosophy	
				5. Advertising procedures	1.07 Website accurate.
				6. Journalism	
				Skills:	
				1. Organization	1.08 Evidence exists.
				2. Design and illustration	
				3. Computer	

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2.00 ENRICHMENT CLASSES, ACTIVITIES AND TRIPS.				Ability to:	
2.01 Hire instructors through a process of recruiting, interviewing, evaluating and supervising.	B3	W-28%		1. Speak clearly in written and verbal communications.	2.01 Evidence exists.
2.02 Contact existing instructors to set up classes.	B2	M-35%		2. Train, supervise and evaluate personnel.	2.02 Instructors are informed and classes are held.
2.03 Coordinate and schedule facility use as needed for Community Ed.	B2	W-15%		3. Determine, communicate and evaluate program objectives, standards and policies.	2.03 Facilities open on time.
2.04 Set deadlines, collect schedules from cooperative agencies for quarterly brochure.	B2	Q-5%		4. Create, allocate and review program budget and resources.	2.04 Evidence exists.
2.05 Design, illustrate and lay out quarterly brochure and set up printing needs.	B2	Q-30%		5. Communicate effectively.	2.05 Brochure is accurate and attractive.
2.06 Coordinate the brochure mailing/mail costs with post office, publisher and district.	B2	Q-3%		6. Multi-task.	2.06 Brochure mailed on time.
2.07 Write media releases for Bemidji and surrounding area concerning classes and activities.	B2	W-10%		Knowledge of:	2.07 News releases on file.
2.08 Take photographs for publicity.	A1	W-3%		1. Fiscal responsibility and effective budget management	2.08 Photos taken.
2.09 Create and post signs as needed for classes and activities.	A1	W-5%		2. Assessment policies and procedures	2.09 Evidence exists.
2.10 Assist with registration and secure late registration during evening, as needed.	A1	W-10%		3. Computer Programs (Microsoft Word, Excel and Adobe Pagemaker)	2.10 Registration taken in timely manner.
2.11 Design and implement evaluation plan of classes, activities and instructors and provide summary following evaluation.	B31	W-5%		4. Community Relations	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%		Skills:	2.12 Official documents on file.
2.13 Supervise facility use and programming as needed.	B2	M-20%		1. Organizational	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%		2. Composition	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%		3. Scheduling	2.15 Summary and budget accurate/on time.
				4. Design/Illustration	
				5. Photography	
				6. Leadership	
				7. Collaborative problem solving	

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2.16 Develop and utilize assessment tools, including quarterly brochure and other community resources.		Q-2%		Ability to: 1. Work cooperatively and effectively with community groups and organizations. 2. Communicate effectively. 3. To speak clearly in written and verbal communications. 4. To coordinate program operations/activities and effectively communicate matters effecting other departments or agencies. Knowledge of: 1. Event planning. 2. Publicity/advertising techniques. 3. Evaluation techniques 4. Program objectives, standards, and policies. 5. Community agencies and resources. 6. Awareness of community needs. Skills: 1. Organizational 2. Observational 3. Scheduling	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.
3.00 DEVELOP AND COORDINATE SPECIAL PROGRAMS AND EVENTS.					
3.01 Collaborate with community entities to develop and implement special educational programs (i.e. Aging Conference).	B2	M-5%			3.01 Special program/event scheduled and held.
3.02 Attend meetings and assist with overall planning/organizing of special programs.	A1	Q-10%			3.02 Meeting minutes filed.
3.03 Coordinate advertising for program.		Q-2%			3.03 Promotional materials filed.
3.04 Coordinate obtaining funds, scholarships and sponsorships for program.		Q-3%			3.04 Requisitions filed.
3.05 Reserve facilities as needed.		Q-3%		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%		3.06 Event is staffed and supervised.	
3.07 Coordinate evaluating program and brief Director.		Q-2%		3.07 Evidence exists/evaluations on file.	