



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

<p>1.03 Provide staff review process that includes employee input and personal goal development.</p> <p>1.04 Conduct all staff hiring according to District policy utilizing appropriate staff input.</p> <p>1.05 Initiate and conduct staff termination appropriate to District policy.</p> <p>1.06 Interpret and when necessary develop staff policy to accommodate program differences that fit District policy.</p> <p>1.07 Initiate strategic planning with staff.</p> <p>1.08 Provide staff development and training for all programs.</p> <p>1.09 Supervise all necessary team building and staff meetings.</p> <p>1.10 Incorporate integrated staff development training for those programs delivering collaborative services with other agencies.</p> <p>1.11 Provide leadership and liaison to Community Ed. Advisory Council that complies with MN Statute (121.88 Sub. 2)</p> <p>1.12 Supervise staff licensure for compliance with State rules and maintain administrative licensure to comply with MN Rules (33530.60 and 3510.90).</p> <p>1.13 Authorize all time sheets, leave requests, and travel vouchers.</p> <p>1.14 Provide liaison to Personnel Director and Administration on staff concerns.</p> <p>2.00 Supervise all Community Education programs.</p> <p>2.01 Administer and supervise all appropriate District policies, regulations and Minnesota State Statutes and Rules for: E.C.F.E.; A.B.E; S.A.C.; aquatics; enrichment; intramural sports; youth service/youth programs; G.E.D. testing; contracted partnerships and/or collaborative programs; all related grant programs.</p>		D45		<p>Community Ed. history, process and structure, concepts, mission and vision.</p> <p>Concept and theory of assessment and evaluation.</p> <p>Principals of interpersonal leadership.</p> <p>Concepts and theory of persuasive speech, promotion and motivation.</p> <p>Quality control and control theory.</p> <p>Principals of empathic communication.</p> <p>Principals of creative management, cooperation and collaboration.</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>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 meetings 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> <p>2.01 State statutes, rules and District policies are communicated and followed.</p>
--	--	-----	--	--	---

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

<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>2.10 Interpret and develop grants for all programs, analyzing and pairing needs to Federal, State and local grant resources.</p> <p>2.11 Supervise and proof all promotion and printed material mailed to general public.</p> <p>2.12 Complete all necessary program and grant reports for District, State and Federal requirements.</p> <p>2.13 Facilitate community/school partnerships and collaboratives that support mutual interest, mission and vision statements.</p> <p>2.14 Develop all necessary program policies and assist in administration in understanding and/or adjusting District policy to best address community learner needs.</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>Model leadership and coordinate skills among staff members.</p> <p>Build teams to effectively accomplish our mission.</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> <p>2.10 Grants are written and implemented.</p> <p>2.11 All materials are accurate.</p> <p>2.12 Reports are done and on time.</p> <p>2.13 Collaborative involvement matches mission goals.</p> <p>2.14 Policies are developed and on file.</p>
---	--	--	--	--	---

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

<p>2.15 Attend and participate in all School Board and Administration meeting as needed or directed.</p> <p>2.16 Provide liaison to Superintendent and Administration on appropriate program concerns.</p> <p>3.00 Administer Community Education budget.</p> <p>3.01 Supervise and conduct compliance to MN Statute (121.85) on community education funding and advisory council input.</p> <p>3.02 Develop budget and administer revenue use in compliance to MN Statute (124.2713).</p> <p>3.03 Administer Community Education budget reflecting operating procedures for fund integrity that addresses MN Rule (3545.0900).</p> <p>3.04 Confer with Business Director during budget development.</p> <p>3.05 Authorize all program requisitions, pay vouchers and warehouse expenditures.</p> <p>3.06 Evaluate budgets throughout the year.</p> <p>3.07 Develop appropriate program policies regarding specific budgets.</p> <p>3.08 Recommend levy additions, increases or changes to Administration.</p> <p>3.09 Analyze and implement revenue enhancement and sustainability strategies for all programs.</p> <p>3.10 Provide necessary budget, levy and grant data for annual audit.</p> <p>3.11 Balance revenues and expenditures making staff and program adjustments where necessary.</p>		D20			<p>2.15 Meetings are attended.</p> <p>2.16 Liaison is ongoing.</p> <p>3.01 MN Statute (121.85) was and is followed.</p> <p>3.02 MN Statute (124.2713) was and is followed.</p> <p>3.03 MN Rule (3545.0900) was and is followed.</p> <p>3.04 Meeting was held.</p> <p>3.05 Authorization is done.</p> <p>3.06 Evaluation is done.</p> <p>3.07 Budget policies are on file.</p> <p>3.08 Recommendations are on file.</p> <p>3.09 Strategies have been implemented.</p> <p>3.10 Audit information was provided to auditors.</p> <p>3.11 Budget and adjustments are on file.</p>
--	--	-----	--	--	--