



Book	Job Descriptions
Section	Job Descriptions
Title	COMMUNITY EDUCATION DIRECTOR
Code	
Status	Active
Adopted	September 1, 2020

## **School District of Turtle Lake**

### **Community Education Director Position Description School District of Turtle Lake**

Job Title	Community Education Director
Qualifications	<ol style="list-style-type: none"><li>1. College degree preferred but other training and experience which qualify an applicant for this position will be considered.</li><li>2. Ability to communicate effectively with staff, students, community members, and agency representatives.</li><li>3. Experience in related fields such as recreation, youth and adult education, marketing, economics, or public relations.</li><li>4. Organizational skills and abilities.</li><li>5. Computer and technology skills.</li></ol>
Reports to:	Superintendent
Terms of Employment	12 Months with reduced hours in the summer.

Responsibilities	<ol style="list-style-type: none"><li>1. Program Development<ol style="list-style-type: none"><li>a. Develop/facilitate programs, classes, or activities that meet the cultural, social, recreational, educational, and health needs of all residents of the school district.</li><li>b. Programs can include summer field trips, Laker Service Program, Little Laker Club, adult and student classes, and others.</li><li>c. Implement a Needs Assessment on a regularly scheduled basis.</li><li>d. Form partnerships with or assist in the development of partnerships that allow new initiatives and expansion of community education.</li></ol></li><li>2. Budgeting and Financial Planning<ol style="list-style-type: none"><li>a. Submit an annual budget to the District Office.</li><li>b. Maintain appropriate financial records for all programs and activities.</li></ol></li><li>3. School and Community Relations<ol style="list-style-type: none"><li>a. Coordinate the development of community education newsletters, brochures, catalogs, etc., that inform the community of community education activities and issues.</li><li>b. Coordinate facility use request process for the school district.</li><li>c. Coordinates the publication of the School District Community Education website.</li></ol></li><li>4. Staff Development<ol style="list-style-type: none"><li>a. Provide opportunities for training to community education instructors.</li></ol></li><li>5. Supervision<ol style="list-style-type: none"><li>a. Supervise community education staff.</li><li>b. Hire and terminate community education staff cooperatively with elementary principal.</li><li>c. Evaluate community education staff cooperatively with elementary principal.</li></ol></li></ol>
Other Assigned Responsibilities	Other duties as assigned by administration.
Evaluation	Evaluation by the immediate supervisor will occur on an annual basis.