

**Hood River County School District
Job Description**

Job Title: Community Education Director
Reports To: Human Resources Director
FLSA Status: Exempt
Classification: Administrator
Contract Days: 230

JOB SUMMARY

The role of the Community Education Director is to develop, organize, manage, operate, and coordinate the Community Education Program. The Community Education program is an important link between the Hood River County School District and the community.

The Community Education Director will assure effective programming and operations to meet the needs of the district and the public. This position has a significant amount of contact with people, requiring public and human relations skills, flexibility of nature and effective oral and written communication skills. This position requires the use of independent judgment to deal with a variety of unanticipated problems and concerns. This position requires strong organizational skills, systems-oriented processes and management. The Community Education Director works under the direction of the Director of Human Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Develops and facilitates programs, classes, or activities that meet cultural, social, recreation, education, and health needs of all the residents of the school district throughout the year and during the summer.
- Recruits, hires, coordinates, assigns, inspects, and evaluates the work of assigned Community Education staff, including regular employees, temporary employees, substitute employees, independent contractors, and volunteers in accordance with District policies and guidelines. Provides guidance and training as needed.
- Assures that all Community Education classes and activities are in compliance with district policies and regulations.
- Ability to work with diverse individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans.
- Monitors programming to ensure equity in participation across all Community Education activities. Develops action plans to increase diversity in participation as needed.
- Ensures access to Community Education programs and activities for all County residents.
- Appropriately maintains and secures confidential records and inquiries.
- Complies with applicable District, state, local and federal laws, rules and regulations.
- Supervises all after school, evening, and weekend Community Education activities in the schools that are not directed by a school staff member.
- Develops and edits the quarterly course catalog.
- Develops and manages the Community Education budget.
- Maintains appropriate financial records for all programs and activities.

- Prepares timesheets and payroll for all personnel involved with Community Education in compliance District, state, local and federal laws, rules and regulations.
- Develops, organizes, coordinates, and evaluates the overall program offerings within the budget.
- Manages billings, collections, donations, and fund-raising efforts to ensure the Community Education program is self-sustaining.
- Solicits business and corporate financial sponsors throughout the year. Develops an ongoing advertising and marketing campaign.
- Coordinates procedures and priorities for scheduling school facilities and sports fields; assists in managing scheduling of school facilities and sports fields for Community Education offerings.
- Professionally represents the school and the District in interactions with parents, community, staff and students. Periodically surveys the community on needs and interests.
- Models and enforces the established district and school policies, regulations and protocols.
- Attends work regularly.
- Performs work beyond a standard 40-hour work week when workload requires.
- Other duties may be assigned as needed.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Serves on building and District committees and councils.
- Attends and arranges staff meetings and in-service trainings as necessary.
- Assists other staff as requested.

SUPERVISORY RESPONSIBILITIES

Position supervises and manages all Community Education employees, independent contractors, substitute employees, and volunteers. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- BA/BS or higher degree with a major in one or more of the following areas: recreation, education, public marketing, business, or related field.
- Must have demonstrated experience working independently; organizing and assigning tasks; enforcing safety procedures and awareness; making judgment decisions and meeting timelines and deadlines.
- Two years experience supervising community recreation programs preferred. Good communications and organizational skills, and a working knowledge of the Community Education philosophy.
- Works well with others from diverse backgrounds. Must have ability to understand and follow oral and written directions. Able to establish and maintain effective relationships with those encountered in the course of the work.
- Ability to communicate clearly and concisely both orally and in writing in English. Bilingual English /Spanish skills preferred. Ability to respond to common inquiries or complaints from patrons or staff.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate in Spanish preferred.

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions and percentages.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to learn and apply new information or new skills.
- Ability to proficiently use the following programs: MS Word, Excel, email internet applications and operate the program management software.
- Ability to appropriately communicate with diverse staff and others including vendors and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions and deadlines. Ability to juggle multiple tasks and possess excellent organizational and time management skills.
- Oregon Driver's license, reliable personal transportation and ability to maintain insurability under the District's vehicle insurance policy.
- Possession of CPR/First Aid certificate desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to use hands to fingers, handle, feel or operate objects, tools or controls and reach with hands and arms. The position requires some physical effort. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch or crawl. Employee is regularly required to reach with hands and arms using a keyboard and video display terminal. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must regularly lift and/or move up to 50 pounds and occasionally over 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment varies and includes standard office, school buildings and school grounds settings. The noise level in the work environment is usually low to moderate with occasional loud noises.

The work involves infrequent exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes and unpleasant orders. The work environment involves some exposure to hazards and physical risks, which require following basic safety precautions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Updated: July 2018 cpd

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature:

Date:

Employee Print Name

Supervisor Signature:

Date:

Supervisor Print Name