



**DIRECTOR, COMMUNITY
EDUCATION**

**Job Code: 706CE
Job Description
September 2007**

Position Summary

Provide leadership and direction for all Community Education programs in the Saint Paul Public Schools.

Reporting Relationship

Report to the Chief Academic Officer.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Provide leadership and supervision of all administrators and staff members within Community Education with direct supervision of the Assistant Director of Family Education, Assistant Director for Adult Learning, Supervisor of Community Programs and Teachers on Special Assignment supervising district-wide programs.

Direct the provision of quality Community Education academic, instructional and enrichment programs for all learners in Community Education which includes Community Education classes and activities for all age groups from birth through seniors, special programs for adults with disabilities, K-12 support services and activities, adult literacy and early childhood education.

Provide administrative leadership in supporting district goals and objectives through improved alignment of district and community services.

Provide leadership and direction in the development of cooperative programming with the city, county community agencies, business and other institutions of learning.

Provide leadership in the effective involvement of citizens in community education advisory councils and on district citizen advisory councils.

Serve as the Superintendent's and/or district's representative to local, state and national boards and meetings as requested.

**DIRECTOR, COMMUNITY
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Develop and maintain budgets in all program areas that are in compliance with state and federal law, reflect sound fiscal practice and are reviewed on a regular basis.

Communicate and promote the needs of Saint Paul's children and families to members of the legislature, city council, county commissioners and the Board of Education.

Provide regular and systematic reporting for all program activities as required by law, as well as, effectively communicate results with the general public.

Evaluate educational programs and activities through a standardized reporting process that provides regular and timely feedback on program activities and learner outcomes.

Respond to and resolve issues, problems and concerns on a timely basis, assuring appropriate communication with all parties involved.

Support all district efforts and goals by providing direct assistance, recommendations, resources and staff to assure higher achievement for all learners.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of community, adult basic, family, and work force education.

Considerable knowledge of public administration.

Considerable knowledge site-based budgeting.

Considerable knowledge of an urban school environment.

Considerable knowledge of Saint Paul community needs as they relate to the school district.

Considerable knowledge of community development models.

Considerable knowledge of the political implications of decisions.

Highly proficient communication skills, oral, written and listening.

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Knowledge, Skills and Abilities (continued)

Considerable ability to work effectively with persons representing a wide diversity of cultural, ethnic and socioeconomic backgrounds.

Considerable ability to interact within the community and its distinct neighborhoods and interest groups.

Considerable ability to plan and administer large and complex budgets with a variety of funding sources.

Leadership Competencies

Character that demonstrates a strong sense of ethics and values that serves as a role model to others.

Creating and leading the organizational vision.

Managing staff including directing others, delegation and building effective teams.

Resourcefulness, taking the resources of the organization into consideration and getting things done for less.

Working constructively with others.

Managing constituencies effectively.

Getting results.

Minimum Qualifications

Master's degree in education and a minimum of five years of experience in community education and/or administration in a large urban environment. Must be licensed or be eligible to be licensed as a Director of Community Education by the Minnesota Department of Education.