

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

COORDINATOR, COMMUNITY EDUCATION

QUALIFICATIONS:

- (1) Master’s Degree from an accredited educational institution.
- (2) Certification in Educational Leadership / Administration and Supervision and Adult Education.
- (3) Three years successful teaching experience and / or administrative experience in community education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends in community education. Knowledge of State laws and rules pertaining to community education. Knowledge of learning theory. Demonstrated written and oral communication skills.

REPORTS TO:

Director, Vocational, Adult and Community Education

JOB GOAL

To effectively coordinate community education programs to meet the needs of individuals throughout the District.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate the planning, implementation, and evaluation of community services programs.
- * (2) Coordinate curriculum studies and special projects as related to community services.
- * (3) Coordinate the development, implementation, and evaluation of District-wide curriculum objectives for community services and assist, as appropriate, with overall curriculum development.
- * (4) Serve as a program consultant for school personnel in community services.
- (5) Assist in the development, utilization, revision, and dissemination of instructional materials for community serves programs.
- * (6) Monitor the coordination and articulation of community services programs with other instructional programs.
- (7) Assist in the evaluation and selection of textbooks and instructional materials.

- (8) Provide input in the development of educational specifications for school facilities and equipment.

COORDINATOR, COMMUNITY EDUCATION (Continued)

- (9) Assist in the establishment and utilization of advisory committees.
- *(10) Keep informed about current trends in community services.
- *(11) Assist in the development of administrative guidelines for assigned areas of responsibility.
- (12) Assist in the development of policies for assigned areas of responsibility.
- (13) Assist in the development, implementation, and evaluation of staff development activities.
- *(14) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- *(15) Prepare all required reports and maintain all appropriate records.
- *(16) Assist in the preparation of the community services budget.
- *(17) Coordinate all Family Service Center programs and services.
- *(18) Coordinate Extended Day Enrichment, STARS, Even Start, First Start, Share and other community service programs as assigned.
- (19) Perform other incidental tasks consistent with the goals and objectives of the position.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 5