



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

203 2nd Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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TITLE: Community Education Coordinator

CLASSIFICATION: Classified

QUALIFICATIONS:

1. B.A./B.S Degree
2. MN licensure as Community Education Director, if possible

REPORTS TO: Superintendent of schools

JOB GOAL: Provides the Southland School District with a self-supporting multi-component Community Education Program, oversees facility scheduling, and acts as site administrator of the Byron Community Education Center.

PERFORMANCE RESPONSIBILITIES:

1. Promotes the history and philosophy of community education and administers a broad program of community services according to the district wide needs of residents of all ages.
2. Seeks input from the Community Education Advisory Council, School Board, District Administrators, and general district population for program services and activities.
3. Develops policies and goals as they relate to Community Education in close cooperation with the Community Education Advisory Council.
4. Administers annual budget as approved by the Superintendent.
5. Identifies the availability of federal, state, local public and private financial support for Community Education programs.
6. Promotes, publicizes and interprets existing and planned Community Education programs to the district.
7. Reports, as required, to the Department of Education, the Superintendent, and the Southland School Board.
8. Interviews and selects licensed and support Community Education staff.

9. Provides leadership, direction, supervision, and evaluation of Community Education program teachers and staff.
10. Collaborates with community and area agencies and individuals to deliver educational, socio-economic, recreational, and cultural services to all members of the community.
11. Develops partnerships with business and community organizations and individuals to enhance the lifelong learning climate.
12. Stays informed on current trends in Community Education.
13. Communicates and markets existing and planned Community Education programs within the school district.
14. Employee is responsible to be knowledgeable about all district policy and support District's vision, mission and values.
15. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.