



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Director of Community Services & Communications	Department: Community Education and Communications	Bargaining Unit:
Immediate Supervisor: Superintendent	Comparable Worth Rank:	FLSA Status: Exempt

Job Summary:

Under the direction of the Superintendent, the Director of Community Services & Communications is responsible for providing leadership, direction, planning and implementation of a comprehensive community education program that serves the lifelong learning needs of the community. Major areas of responsibility include such activities as program development and strategic planning; marketing, community involvement and public relations; budget planning and administration; integration of department programs within the K-12 programs; and oversight of early childhood, parent education, preschool, before and after school programming, youth and adult education enrichment, recreation and district communication activities and functions.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages, supervises and directs all Community Service programs and staff directly or through designated supervisory (e.g. coordinator) personnel.
 - a) Screens, interviews, selects and recommends candidates for supervisory positions and participates in the selection of both licensed and classified positions.
 - b) Provides direction to program supervisors, coordinators and program staff.
 - c) Conducts performance evaluations on all direct reports including licensed and non-licensed personnel.
 - d) Controls and determines the design of the department’s organizational structure and the assignment of responsibilities and authority within the department.
 - e) Provides for and oversees staff development opportunities for staff to develop their skills.
 - f) Formulates and implements departmental policies and procedures.
- Directs and manages the planning, development, evaluation and improvement of the Community Services goals and objectives.
 - a) Oversees and administers the development, operation, registration and ongoing assessment of classes, programs, services and activities. Monitors program operations with respect to community needs, interests, participation and program resources.
 - b) Oversees the development, operation and ongoing assessment of the department.
 - c) Generates and/or oversees the preparation and submission of various district, state and/or federal reports pertaining to Community Services operations including statistical summaries/reports or program evaluation reports requested by various agencies.
 - d) Monitors program operations to assure compliance with various local, state or federal laws, requirements or guidelines pertaining to program or fiscal operations.

- Plans, develops and monitors the fiscal operations and budgets of Community Services.
 - a) Develops and oversees the budget and operating costs of the department. Collaborates with department supervisors/program coordinators to determine budgetary needs and requirements.
 - b) Makes recommendations concerning levies and budgets to the Director of Business Services, Superintendent and the Board.
 - c) Seeks out additional resources and grants from various local, county, state, federal or private sources.
 - d) Authorizes contracts and develops cooperative agreements with various local organizations, other communities, or counties.
- Supervises the development of all district communications. Oversees revisions to the District website, the production of district newsletters, directs media relations with reporters, and oversees the preparation of press releases. Recommends policies or procedures to the School Board to advance the communication goals of the District.
- Develops and coordinates public relations, public information and fundraising activities.
 - a) Coordinates strategic planning and implementation of communication projects (i.e. referendums), Board, department or community needs.
 - b) Determines how best to engage community in district initiatives.
 - c) Represents the school district at various civic organizations.
 - a) Establishes and fosters the development of partnerships between the school and the community including the business community, community organizations, groups or governmental agencies, media, etc.
- Directs the St. Anthony Family Services Collaborative. Manages the budget, oversees annual financing framework and interagency agreement with Hennepin County. Submits all required reporting requirements.
- Performs other duties of a comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
 - b) Keeps abreast of changing developments, trends, and technologies within the field.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Community Services Secretary	1
2	Facilities and School Aged Care Coordinator	1
3	Lead Preschool Teacher	1
4	ECFE and Parent Educators	3
5	Preschool Teacher	2
6	Community Engagement Coordinator	1
7	Coordinator of Youth and Aquatics Programs	1
8	MARSS Coordinator	1

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Assistant Teachers	Total: 52
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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)	DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
less than high school diploma	Master's Degree
High school diploma or GED.	Major field of study or degree emphasis: Community Education, Educational Leadership, Education or related field.
1 year college	
3 years college	
2 years college	
4 years college	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
1st year graduate level	
x 2nd year graduate level	
	<ul style="list-style-type: none"> • Knowledge of local state and federal laws/regulations as they pertain to community education programs and services. • Knowledge of management and supervisory fundamentals, principles and trends. • Fundamentals of UFARS accounting and their application and use in budget, fiscal planning, reporting and monitoring of community education programs. • Knowledge of district administrative policies and procedures. • Comprehensive knowledge of community education program and service best practices, trends and developments. • Knowledge of procedures, practices and methods in planning, evaluating and designing educational programs and services. • Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming. • Principles, concepts and approaches to public relations, marketing and communications.

Required Work Experience in Addition to Formal Education/Training:
Requires a minimum of 3 years experience managing a community education programming and services.

LICENSE/ CERTIFICATION	Identify licenses/certification required: Requires a valid driver's in the State of MN. MN Licensure as a Director in Community Education.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Developing, formulating, evaluating and implementing community education programs and services. • Problem-solving and conflict resolution. • Implementing procedures involved in needs assessment, data collection, measurement and program evaluation tools and techniques, including statistical skills.
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- Strategic planning and goal development.
- Negotiating contracts and agreements in accordance with district administrative policies and procedures.
- Managing, leading, delegating, evaluating and supervising the activities of a wide range of supervisory, professional and support staff personnel.
- Planning, developing, defending and monitoring the fiscal operations of a diverse community education program.
- Identifying and seeking out resources available in the community, private organizations or governmental agencies that can be used to improve and enhance the services provided by and through community education.
- Collaborating with, fostering and encouraging community involvement and support in the development and evaluation of community needs and department programs and services.
- Promoting, advertising and engaging in public relations activities to promote the programs and services of community education. Working with citizens and the public in problem solving and in addressing their concerns and issues within the policies and procedures of the department and the district.
- Overseeing district communication efforts, programs and public/media relations activities.
- Strong communication and presentational skills.
- Developing, motivating, and fostering collaborative relationships both inside and outside of the organization. Interactions are frequently with representatives, elected officials, or managers of other agencies or organizations along with the authority and responsibility for representing the district and speaking on behalf of the organization in community education matters.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Duties are generally performed in a typical district office setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X			Up to 25 lbs	X			
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.



SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC. Updated 5/2015.