

JOB DESCRIPTION

TITLE COMMUNITY SCHOOL COORDINATOR

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.

Education/ Experience	Master's Degree in Education. Five years experience in adult and/or community education. Additional education may be substituted for experience.
Skills/Knowledge	Effective management, recruitment and selection, budget, marketing, training and development, health, safety and security practices; knowledge of state and district rules/regulations and policies. Ability to use computer and technology including word processing, spreadsheet and database applications.
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write speeches, presentations and articles using original or innovative techniques, technology and style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school boards.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical fundamentals of advanced algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Florida Teaching Certificate
Reasoning Ability	Ability to apply common sense to communicate options and solutions when several variables exist. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism. Ability to deal with a variety of abstract and concrete variables.
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 sit. The employee is required to talk clearly and hear accurately. The employee is required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

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 function. The noise level in the work environment is that of a classroom setting.

REPORTS TO

Administrator of Adult and Community Education

GENERAL RESPONSIBILITIES

1. Develops and coordinates a comprehensive Community Education Program.

SPECIFIC RESPONSIBILITIES

1. Coordinates and supervises the operation of the Community Education Program which includes recruiting part-time community school coordinators, part-time instructors and aides.
2. Negotiates and coordinates classroom and office facility usage with principals and others.
3. Supervises Part-time Evening Community Education School Coordinators and oversees their programs to prevent duplication of offerings and ensure consistent instruction and reporting.
4. Organizes and supervises Community Education outreach classes offered in the evening.
5. Routinely assists in preparing forms, brochures, handbooks, and directives to effectively operate the program.
6. Assists with the preparation of program records, documentation of student progress, audit materials, and Work Force accounting.
7. Conducts evaluations of programs and appropriate surveys to determine adult needs and

interests in educational, recreational, and cultural programs.

8. Assists with orientation and in-service education to Community Education part-time staff.
9. Delivers speeches and holds special program promotions for local clubs and community organizations.
10. Assists with the fiscal operation of collecting and receipting tuition and material fees, and the ordering of supplies relative to daytime/evening programs.
11. . Monitors the fees collected and the expenses paid (salaries, materials, etc.) to ensure that the program covers its costs.