

COMMUNITY EDUCATION RESOURCE SPECIALIST-SCHOOLS

Code No. 3-19-013
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This professional position, located at a school district, is responsible for assisting with the daily operation of various community education programs and services such as adult literacy and general education diploma (GED) classes and Universal Pre-Kindergarten (Pre-K). Duties also include working with program components such as grant writing, event planning, budgeting, and recordkeeping. The employee reports directly to, and works under the general supervision of an Assistant Superintendent of Student and Family Services or other higher-level staff member. General supervision is exercised over staff, including teacher aides. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists administration with the planning and implementation of community education programs such as adult literacy, GED preparation, Universal Pre-K, day care, and related events;

Assists with planning community and program events such as graduations, family game night, and science night and includes activities such as developing sequence of events, reserving rooms, coordinating food and refreshments, and placing advertisements in a monthly newsletter;

Assists with the daily operations of the Universal Pre-K and adult literacy programs, including hiring, supervising and evaluating staff;

Writes grant applications in order to procure program funding;

Develops and monitors program budgets;

Oversees program implementation and assists with program evaluation;

Identifies and coordinates with the building Principal the necessary professional development for staff and ensures participation;

Ensures programs comply with State Education Department requirements and reporting;

Coordinates initial Universal Pre-K registrations for all program sites;

Coordinates and leads meetings involving the Universal Pre-K Advisory Council, members and representatives from local Universal Pre-K sites, and parent liaisons;

Communicates available programs to public and groups and responds to issues that arise;

Oversees the adult literacy registration and student testing process;

Oversees family activities including coordinating guest speakers and parent program planning;

Keeps track of various records to ensure continued funding.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
Good knowledge of New York State Education Department program and reporting requirements; good knowledge of community resources available to assist adults and pre-school children meet their

individual needs as determined by each teacher; good knowledge of special event coordination, preparation and implementation; working knowledge of the learning process of adults and pre-school children; ability to assist with event implementation; public speaking ability; organizational ability; ability to evaluate programs and recommend effective improvements; supervisory ability; ability to develop and monitor budgets; ability to develop grant applications; ability to develop and maintain records and computerized reports; ability to communicate orally and in writing; ability to develop and maintain professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in an education or behavioral science field plus four (4) years paid full-time or its part-time equivalent experience teaching adults or children in a structured environment such as a classroom, continuing or community education setting, or resource center; or professional experience* involving responsible public contact** work in a social welfare organization, community oriented organization, or residential treatment center, one (1) year of which must have been in a supervisory or lead supervisory capacity.

*Professional experience, for the purposes of these minimum qualifications, does not include clerical, secretarial, maintenance, labor or other similar work.

**Responsible public contact work, for the purposes of these minimum qualifications, is defined as substantial face-to-face communication with individuals involving persuasion, teaching, negotiating, explaining, counseling, and similar activities. The nature of the content is such that it requires judgment on the part of the individual in dealing with, or responding to another person. It does not include duties related to areas such as providing medical care, issuing medications, and assisting clients with daily living skills.

ADOPTED: September 6, 2012

REVISED: February 8, 2018