

DIRECTOR OF COMMUNITY EDUCATION

Code No. 5-03-020
COMPETITIVE

DISTINGUISHING FEATURES: This is a professional position located in a school district responsible for directing, developing and implementing plans and strategies of a local community education program to enhance the educational environment for adults. Duties include developing community partnerships through the Community Schools Initiative and supports the daily operation of the Community Learning Center. The employee reports directly to, and works under the general supervision of an Assistant Superintendent of Student Learning and Support Services or other higher level staff member. General supervision is exercised over subordinate staff such as Continuing Education Coordinators, adult literacy and workforce development staff and clerical staff. 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.)

Organizes and directs Community Educations district functions to achieve stated objectives and reviews all facets of operations in terms of sustainability and effectiveness including program standardization and quality control;

Ensures compliance with applicable state and federal regulations;

Submits reports to funding and regulatory agencies;

Researches, creates and manages grants related to Community Education programs;

Plans and executes the District's annual Job Fair;

Coordinates the operation of a local Test Assessing Secondary Completion (TASC) testing center;

Develops and maintains a budget;

Participates in District committees and planning activities;

Provides administrative oversight to the District-wide marching band.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of adult education principles and practices; good knowledge of New York State Education Department program and reporting requirements; good knowledge of the Adult Education National Reporting System and Adult Student Information System database; good knowledge of school organization and administration; good knowledge of the goals and objectives of continuing education programs; good knowledge of the learning process of adults; ability to conduct research, author and manage state, federal and local grants; ability to communicate effectively orally and in writing; ability to gauge the interest of the public; ability to deal with a diverse community including customers and stakeholders; public speaking ability; supervisory ability; ability to establish and maintain effective working relationships; ability to develop and monitor budgets; supervisory ability; ability to utilize related software; ability to make quick decisions; organizational ability; analytical ability; ability to plan and coordinate activities such as job fairs and testing centers; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a New York State recognized or regionally accredited college or university with a Master's degree in Education, Recreation, Journalism, Communications, Public or Business Administration or a closely related field plus two (2) years paid full-time or its part-time equivalent experience in administering or promoting educational programs; OR,
- (B) Graduation from a New York State recognized or regionally accredited college or university with a Bachelor's degree in Education, Recreation, Journalism, Communications, Public or Business Administration or a closely related field plus three (3) years paid full-time or its part-time equivalent experience in administering or promoting educational programs; OR,
- (C) Graduation from a New York State recognized or regionally accredited college or university with a Bachelor's degree plus five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) Graduation from a New York State recognized or regionally accredited college or university with an Associate's degree plus seven (7) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: January 3, 2019