
Title: Coordinator – Community Education/Resource Development

- Qualifications:**
1. Master's Degree
 2. Administrative Certification
 3. Three years teaching experience
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Superintendent

Job Goal: Direct educational opportunities for students in the extended day, enrichment, and preschool programs; coordinate all efforts through community education programs.

Job Duties:

1. Formulate policies and procedures for afternoon extended day, enrichment programs, preschool, and community education programs.
2. Provide a safe and structured educational program.
3. Coordinate the selection, assignments and evaluation of personnel.
4. Supervise and evaluate all staff employed in the Community Education Programs.
5. Develop curriculum and schedule classes/activities for all community education programs.
6. Provide reports on program progress.
7. Manage the collection of fees, employee timesheets, and all other administrative reports for the programs.
8. Develop promotional materials for all community education programs.
9. Oversee and maintain the Community Learning Center and all satellite locations, and acts as administrator for all programs including afternoon extended day, community education programs, summer enrichment and preschool.
10. Create and monitor budgets for every program under community education supervision.
11. Provide opportunities for the community to become involved in the school system, and provide support for activities that promote lifelong learning and a sense of community/school partnership.
12. Coordinate activities with fellow coordinators across Marshall County to promote community education.
13. Act as a school system representative on various community organizations such as Children's Policy Council, Marshall County Christmas Coalition, and United Way.
14. Work with public agencies to promote the wellness and welfare of all Albertville City Schools students.

15. Serve as Community Education Representative to the Albertville City Schools Foundation Board.
16. Facilitate school supplies distribution and Ready to Learn Resources for all ACS students.
17. Oversee community education recordkeeping for all community education programs, including payroll and deposits.
18. Oversee community education financial reports.
18. Procure funding for all programs through Competitive Grant writing.
19. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
20. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
21. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED:4/12/16