

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 16, 2017

COMMUNITY EDUCATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the school district administration, the incumbent is responsible for generating local interest in adult, youth, and community education. Responsibilities include course planning, promotion, and publicity, developing budgets, recruiting instructors, and scheduling facilities & equipment. Supervision may be exercised over clerical or other employees. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

1. Develops, administers, and coordinates the community education program of the district;
2. Recruits qualified instructors;
3. Develops interest in adult, youth, and community education courses through the use of advertising and public communications media by creating posters, flyers, and announcements to publicize offered events and classes;
4. Creates questionnaires and surveys to determine community interests;
5. Plans and schedules the use of school district facilities for courses;
6. Schedules and maintains a calendar of courses;
7. Prepares the continuing education budget and reports for the Accounting Office;
8. Creates all necessary forms, letters, and documentation required to conduct the program;
9. Receives payment for courses and maintains records of the program;
10. May direct the work of assigned clerical staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the fundamentals of conducting and administering educational and/or recreational activities; good knowledge of administrative procedures in an educational environment; good organizational skills; good public relations skills; skill in using modern computer equipment and software including word processing, spreadsheets, and publishing at an acceptable rate of speed and accuracy; ability to communicate effectively both verbally and in writing; ability to plan, organize, develop, and promote a community education program; ability to budget and create simple financial reports; ability to compile and maintain data and reports; ability to establish and maintain relationships with administrators, teachers, and community members; sound professional judgment; resourcefulness; flexibility; tact and courtesy; initiative; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a business related field, public relations, or related field **AND** one (1) year of experience in business, public relations, or related field; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a business related field, public relations, or related field **AND** three (3) years of experience in business, public relations, or related field; **OR**
3. Five (5) years of experience in business, public relations, or related field.

NOTE: Verifiable volunteer and/or part-time experience will be pro-rated.