

## Union Public Schools Job Description

**Position Title:** Director of Community Education  
**Department:** Teaching and Learning  
**Reports To:** Assistant Superintendent for Teaching and Learning

**FLSA Designation:** Exempt

**SUMMARY:** Initiate, organize and manage special local, state, or federal projects related to community education. Provide linkage among community agencies and school District concerns. Establish and guide the Union Community Education Advisory Council. Establish and manage procedures for obtaining curriculum reinforcements from the community. Perform public relations responsibilities in connection with community education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Organizes and directs the development and implementation of a full summer school curriculum and program.
- Supervises the before and after school programs at each of the elementary sites.
- Initiates the implementation of a comprehensive and long-term program for training parents, including prenatal through high school graduation training.
- Coordinates the formulation of alternative education programs with appropriate District administrators.
- Develops and implements training and educational programs for adult education.
- Recommends and oversees budget for Community Education.
- Works well with various software applications, entering and retrieving data as needed.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more full-time employees

**QUALIFICATIONS REQUIREMENTS:** *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 and/or EXPERIENCE:** Hold or be eligible for Oklahoma teaching certificate. Candidate must have at least five years experience as a public school educator. Satisfy all District requirements with regards to physical health and citizenship. Such alternatives to the aforementioned qualifications as the Board may find appropriate and acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Hold or be eligible for a valid Oklahoma teaching certificate.

**LANGUAGE SKILLS:** Ability to read, interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, memos, policies and procedures manuals. Ability to effectively present information and respond to questions from teachers, administrators, staff and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to develop and implement a variety of written and oral plans, diagrams, and schedules.

**OTHER SKILLS and ABILITIES:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

**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 the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds, such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level will usually be quiet to moderate, and occasionally moderate to loud.