

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Community Education Director	Community Education and Services	Superintendent
<p><b>JOB SUMMARY:</b></p> <p>Develop, plan, promote, coordinate and evaluate a variety of educational programs related to adult enrichment, adults with disabilities, youth enrichment and special events.</p>		
<p><b>QUALIFICATIONS:</b></p> <p>Requires a college degree in community education, education or other related field. Demonstrated ability to perform the primary function of this position. Must possess strong written and verbal communication skills, computer skills and have ability to work with diverse groups of people.</p>		
TASK NO.	DESCRIPTION WORK YEAR: 210 days	FREQUENCY

- |   |  |     |
|---|--|-----|
| 1 | Develop, plan and implement new programs/special events, while maintaining quality programs.   | 55% |
| 2 | Recruit, hire, train, supervise and evaluate part-time staff. Follow through with employee recognition, discipline and dismissal.                  | 15% |
| 3 | Promote programs through use of quarterly catalog, newsletter articles, press releases, cable TV text and other school and community publications. | 10% |
| 4 | Develop and maintain positive public relations with school staff and the public.   | 5%  |
| 5 | Evaluate effectiveness of existing program. Analyze data from evaluations, revenue/expenditure reports and make changes as needed.                 | 5%  |
| 6 | Develop, submit and follow appropriate program budgets.  | 3%  |
| 7 | Coordinate and supervise the District use of court-referred volunteers.  | 2%  |

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

TASK NO.	DESCRIPTION	FREQUENCY
8	Attend meetings, workshops and training sessions as directed by supervisor.	2%
9	Attend meetings, workshops and training sessions as directed by supervisor.	1%
10	Perform other related duties as assigned.	2%

\_\_\_\_\_  
SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE