

SECTION I: GENERAL INFORMATION

Classification Title: Adult Education & Facility Scheduling Manager	Department: Community Education	Unit: Unaffiliated
Immediate Supervisor: Director of Community Education	Grade Placement:	FLSA Status: Non-Exempt
<p>Job Summary:</p> <p>Under the direction of the Director of Community Education, the Adult Programs & Facility Scheduling Manager is responsible for coordinating all aspects of the adult enrichment, driver’s education and the administration and scheduling of school district facilities in accordance with School Board policy. Duties include planning and implementing new programs; coordinating the preparation and production of program catalogs and the marketing of its programs; administering and monitoring program expenditures and budget(s); and the recruiting, hiring, scheduling and supervision of program instructors and staff, and overseeing the scheduling of district facilities.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates, oversees and schedules facility use of all district buildings and athletic fields for all school and community activities.
 - Updates and distributes facility use information to facility users explaining policy guidelines, rules and insurance information.
 - Bills clients for facility use.
 - Hires, trains and schedules building monitors for building use events.
 - Works closely with and collaborates with community groups, athletic organizations, custodial personnel and building staff.
 - Recommends, manages and monitors a facility use budget in collaboration with the Director of Community Education.
 - Updates and maintains facility use and scheduling software.
2. Coordinates, develops and implements adult enrichment programs for the District.
 - Designs, implements and monitors adult enrichment and education classes.
 - Recruits, hires, and provides direction to contracted instructors.
 - Develops course offerings and oversees the production of the Community Education catalog and other promotional and publicity avenues.
 - Implements and manages web based class registration processes and balancing of credit card revenue.
 - Prepares and manages enrichment budgets by tracking expenditures, revenues, supplies, instructor agreements, payroll and any donated funds.
 - Approves the purchase of materials and equipment.
3. Supervises and coordinates the Driver Education Program.
 - Coordinates the recruitment of licensed driver education instructors.
 - Monitors and ensures the program is compliant with State of MN statutes and requirements.
 - Oversees the scheduling of student for classroom and behind the wheel training.

- Manages the revenues and expenditures of the program.
4. Coordinates, plans and implements 7-12 Clubs and Teams.
 - Hires coaches for the Fall Dance Team.
 - Hires chaperones for HS, 7-8 Ski and Snowboard Clubs.
 - Manages volunteer Skeet and Trap Club coaches and Minnetonka Gun Club board members.
 - Manages the registration process for all clubs and teams.
 - Tracks and monitors club/team budgets and expenditures and oversees fundraisers.
 5. Attends the Community Education Advisory Council Meeting to keep informed of community issues, needs and concerns related to program operations.
 6. Develops marketing tools, press releases and program advertisements including web based and print.
 7. Performs other duties of a comparable level or type, as required.
 - Serves on various school and community organizations or boards, as appropriate.
 - Attends training sessions, conferences, seminars, district and departmental team meetings.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Bachelor's Degree		
less than high school diploma		Major field of study or degree emphasis: Education, Community Education, or closely related area.		
High school diploma or GED.				
1 year college				2 years college
3 years college	x			4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
2nd year graduate level				
		<ul style="list-style-type: none"> • Concepts, principles and philosophy of lifelong learning, public education and the relationship of community education to K-12 education. • Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects. • Fundamentals and basic knowledge of recordkeeping and bookkeeping. • Use of computers and related software applications and general business equipment (e.g. registration application). • Community resources and community organizations within the community. • Theories, philosophy and approaches to programming, evaluation, and implementation. • District administrative policies and procedures pertinent to the activities and programs of Community Education & Recreation. 		



Required Work Experience in Addition to Formal Education/Training:
 Requires a minimum of 1 year related experience in the formulation and implementation of adult enrichment programming and/or community education programs.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

	Titles of Positions Directly Supervised	# of Employees
1	Adult Coordinator	1
TOTAL		1

INDIRECT SUPERVISION:

Office Assistant	Total: 1
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LICENSE/ CERTIFICATION	Identify licenses/certification required: Valid MN driver's license.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Applying supervisory theories and practices in delegating, monitoring, evaluating contracted program instructional personnel or building monitor personnel. • Planning, evaluating, implementing, coordinating the delivery of programs, activities, events or services geared toward the clientele served. • Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services. • Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like. • Following, implementing and scheduling facility usage in accordance with School Board policies. • Coordinating the implementation, staffing and registration of the Driver's Education Program. • Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and the department. • Using computers and related software applications and general office equipment, e.g., copiers, facsimiles and phones. • Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information, speak before groups, make presentations, receive work direction, and market programs, and/or address problems, issues or conflicts.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit			X		Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								
PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities									
Physical requirements associated with the position can be best summarized as follows:									
Medium Work:									
Exerting up to 50 pounds of force occasionally, up to 25 lbs of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.									
HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.								



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Created classification description 6/2016 BCC