

Approved: _____

FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Community Education Coordinator/Office Support
REPORTS TO: Principal and/or Superintendent
JOB GOAL: To develop and deliver a system of community education that serves the youth and adults of the community and manage a system of facilities schedules and support the office on day to day tasks.

EMPLOYEE CLASSIFICATION:

The Community Education Coordinator/Office Support position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked by clocking in and out. Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees MUST receive prior approval by administration to work any overtime. Any overtime would be according to the Fair Labor Standards Act (FLSA) and would require prior approval by administration.

POSITION RESPONSIBILITIES:

Community Education:

1. Ensures that the community education runs smoothly and takes responsibility to ensure that work is completed.
2. Ensures the safety of students in the community education program.
3. Ensures that all community education reports are completed well in a timely manner.
4. Manages the community education advisory board. This includes development of Community Education Advisory Committee Agendas and notes from committee meetings.
5. Maintain accurate class records and prepare reports as required by Community Education Advisory Committee and the Minnesota Department of Education, including Community Education Annual Report to MDE.
6. Submit a quarterly report to the school board for review at regular board meetings.
7. Ensures that the community education budget is developed and closely followed.
8. Ensures that the Fitness Center is operational (payments, disconnections, card returns, collections, monitor for issues, fulfill needs if damaged/inoperable items need attention.)
9. Ensures that student programs are offered, run smoothly and the needs of the district students are met.
10. Ensures that adult programs are offered, run smoothly and that adult programs do not run a negative balance.
11. Recommends to the Superintendent and the Board of Education the personnel needs on an annual basis.
12. Create monthly communication to the public of offerings and community information.
13. Actively seek out offerings and opportunities for students and adults.
14. Create all marketing materials for offerings. This includes but is not limited to permission slips, registration forms, registration trackers, flyers and social media posts.
15. Act as the point of contact for Drivers Education classes and marketing.
16. Manage elementary sports offerings. This includes but is not limited to ensuring all proper documentation is completed for programs, interest surveys before the season begins, coordinating calendars with high school activities, seeking out coaches if needed, assisting coaches with equipment throughout the season and end of season wrap ups.
17. Ensures that the school facilities are scheduled properly within the facility scheduler and fees are paid.

18. Coordinate and facilitate the Scholastic Book Fair twice a year.
19. Manage the Community Education area of the district website and keep updated with all events, offerings and information.
20. Assist ECFE teacher with marketing, communication, programming and completion of ECFE annual reporting.
21. Act as the point of contact for all Community Education events and needs.
22. Manage kids events including all appropriate documentation is completed.
23. Perform other related duties as assigned.

Office Support:

1. Manage daily cash deposits and cash boxes.
2. Assist in coverage for the school secretary as needed.
3. Assist in a variety of clerical tasks.
4. Perform other related duties as assigned.