



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Director of Community Education**

Position Type: <b>Exempt</b>	Department: <b>Community Education</b>
Salary Schedule: <b>Exempt</b>	Reports: <b>Deputy Superintendent of Curriculum, Instruction &amp; Assessment</b>
Salary Range: <b>8</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>June 30, 2022</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Directs, develops and implements plans and strategies that exemplify a standard of excellence to enhance the educational environment for the Deer Valley community including community education enrichment classes, before and after school programs, preschool, regional summer school programs, and Deer Valley Family Resource Center (DVFRC).

*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.*

### **ESSENTIAL FUNCTIONS:**

- Assists with the development and interpretation of district policies as they apply to this position.
- Directs the daily operation of the community education department including program standardization and quality control.
- Directs the daily operation of the Deer Valley Family Resource Center including its staff.
- Develops and maintains department budget.
- Supervises and evaluates department personnel.
- Directs district community education instructors.
- Plans and implements staff training to meet DHS requirements.
- Works cooperatively with ADE Early Childhood Division to develop model preschools for the State of Arizona.
- Administers Teaching Strategies Gold Preschool Assessment Tool.
- Facilitates the adoption of preschool curriculum.
- Coordinates with Developmental and Head Start preschool Manager to ensure best practice in the area of Early Childhood.
- Assists with Early Entry Kinder planning and screening process.
- Maintains positive relations and communication with district patrons, staff, and administrators.
- Provides educational and enrichment programs for students and patrons.
- Plans and implements marketing strategies for programs.

- Assists in writing and implementation of grants.
- Maintains and establishes needed advisory councils and task forces.
- Plans, implements, and evaluates all summer school programs and sports camps.
- Coordinates the driver education program.
- Communicates with campus administration, district departments, parents, and community effectively.
- Works cooperatively with local agencies to provide services which impact the learning potential of students.
- Acts as signatory for Department of Health Services licensing.
- Adheres to all regulations by Department of Health Services Childcare Licensing Agency.
- Supervises Request for Proposal process for enrichment programs.
- Accomplishes the above without district budget allocation. The department is to be self-sustaining.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises 160+ Community Education employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates basic knowledge of school district operations and procedures.
- Must be a self-starter, with the ability to lead a group to consensus and deliver on commitments.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.

- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have a valid Arizona Administrative Certificate.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.

### **EDUCATION AND/OR EXPERIENCE:**

- Master's Degree (M.A.) in Community Education or Education.
- Three years related experience.
- Training and experience necessary to provide strong leadership in the area of community education.
- Other combinations of experience and education may be considered.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an 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.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*