

The Assistant Director of Community Education Services is responsible for leading programming within the Community Education Services department. This position has expertise in out-of-school time programming, birth to five programming, adult education, and District property facility rentals. The Assistant Director will work closely with the Department Director to ensure that departmental programs established are carried out efficiently and effectively. The Assistant Director shall serve as the program area lead and serve as a key resource person for the implementation of assigned programs. The Assistant Director of Community Education Services provides leadership in all aspects of the department, ensures governance and statutory compliance, and partners collaboratively with school leaders, District administrators, Community Education Services staff, and other District departments.

Chain of Command

The Assistant Director of Community Education Services reports to the Director of Community Education Services.

Competencies of the Director of Community Education Services

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Transformational Leadership:** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

Essential Duties

- Lead activities in Community Education Services at the direction of the Director related to out-of-school time programs, birth to five programs, adult education, facility rentals, staff hiring, evaluation and discipline, and budgeting.
- Ensure consistent and smooth implementation of daily operational procedures of the department.
- Implement the creation, expansion, or modification of programs offered by the department to ensure a model of continuous quality improvement that meets the needs of the Kyrene community and remains fiscally responsible.
- Evaluate programs assigned on a regular basis considering their appropriateness to community needs and interests as well as measuring their efficiency and effectiveness.
- Participate in the establishment and monitoring of the department budget.
- Ensure the recruitment and retention of highly qualified community education staff.
- Hire, supervise, and evaluate daily activities of staff; reassign operational responsibilities as necessary to provide opportunities for cross-training and growth.
- Plan and implement professional activities for staff involving goal setting and career development.
- Create and implement the department's marketing/communication plan to include a variety of mediums including print, online, and social media to ensure that target audiences are reached effectively and efficiently.
- Implement best practices in all aspects of programming and customer service delivery; refine and continuously improve operational functions, processes, and services.
- Monitor and analyze key metrics related to Community Education Services.
- Monitor policies, procedures, and practices that establish adequate controls and adhere to statutory requirements.
- Implement strategic initiatives and objectives at the direction of the Director and in alignment with the District's strategic plan.
- Maintain membership and active participation in the Arizona Community Education Association and other professional networks related to community education within the state as appropriate.
- Monitor compliance with Governing Board policies and regulations, maintain current knowledge of state statute and revisions; work with legal counsel as necessary.
- Attend Board and other District meetings upon request as the representative of the Community Education Services team.
- Attend and facilitate departmental and District meetings as appropriate.
- Work with teams to support the goals and mission of the District.
- The Assistant Director of Community Education manages all aspects of the Community Education Department in the absence of the Director.

Training and Experience

- Bachelor's degree required in child/human development, education, recreation, or related field and three years' experience in community education/recreation or related field.
- Master's degree in related field preferred.

Licensing/Certification Requirements

AZ Fingerprint Clearance Card required.

Revised Date

11.12.19