

The Program Manager 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, Preschool programming, and adult enrichment. The Program Manager will work closely with other Program Managers and department leadership to ensure that departmental programs established are carried out efficiently and effectively. The Program Manager shall serve as the program area lead and serve as a key resource person for the implementation of assigned programs. The Program Manager of Community Education Services provides leadership within 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 Program Manager of Community Education Services reports to the Assistant Director of Community Education Services.

Competencies of the Program Manager 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

- Develop, promote and supervise Community Education Services programming to include but not limited to; Preschool, Kids Club, After Hours, Youth Enrichment, Academy, STEMtramurals, Intramurals, Adult Enrichment, and Summer and School Closure programs.
- Ensure consistent and smooth implementation of daily operational procedures of the department.
- Create and implement new programming including the expansion or modification of existing 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 specific Community Education program budgets.
- Ensure the recruitment, hiring and retention of highly qualified Community Education staff.
- Manage, supervise, and evaluate the performance of select Community Education employees; reassign programmatic responsibilities as necessary to provide opportunities for cross-training and growth.
- Encourage the support and involvement of school staff members in current and new programs.
- Plan and implement professional development opportunities for staff involving goal setting and career development.
- Assist in creating and implementing 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.
- Ensure compliance with District, state and federal policies.
- Approve purchase requisitions and orders for goods and services.
- Participate in the allocation of FTE and manage staff timekeeping and overtime.
- Support the strategic initiatives and objectives in alignment with the District's strategic plan.
- Develop and maintain community partnerships with various stakeholders.
- 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 including student achievement by collaborating with District departments and school administration.

Training and Experience

- Bachelor's Degree in child/human development, education, recreation, or related field and three years experience in community education/recreation or related field or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Master's degree in related field preferred.

Licensing/Certification Requirements

AZ Fingerprint Clearance Card required.

Revised Date

12.5.19