

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Community Education Coordinator	Reports to: FRYSC Director
Job Class Code: 7476	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Coordinate the development of community education programs that benefit community members of all ages, interests, and needs.
- Work with the community advisory council during all stages of program development.
- Design and implement community wide needs and resource assessments that will provide information not already available. (Community assessment should be a continuous process.)
- Coordinate programs and services based on the information obtained from the community.
- Establish enrollment procedures and fee schedules for classes and activities.
- Develop and obtain approval of the program budget.
- Seek additional resources, when needed, to supplement expanded community program and services.
- Assist the school instructional staff in the development and operation of programs capable of enriching the P-12 curriculum.
- Establish and maintain comprehensive record-keeping, reporting, and evaluation procedures.
- Supervise the operation of community education programming.
- Monitor programs on a regular basis.
- Develop guidelines for the payment of instructors.
- Establish enrollment procedures and participant fees for classes and activities.
- Establish guidelines for facility usage based on school board policy.
- Develop and implement a plan for informing all school district personnel about community education before programs are begun.
- Develop and implement plans for enlisting and maintaining the support of community groups, service agencies, news media, community leaders, and others in the community.
- Plan and implement a marketing campaign for community education programs, classes, and activities.
- Coordinate activities that will develop community awareness of the philosophy and goals of community education.
- Collaborate with FRYSC on programs, classes and activities.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education: Any combination equivalent to a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.  
Certification/Licensure: N/A  
Experience: N/A

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*