

Sparta Area School District

Article 245 - Specifications for Community Education Coordinator

The Community Education Coordinator shall report to the Director of Instructional Services.

Qualifications:

1. Knowledge of District procedures and policies.
2. Good organization and communication skills.

Responsibilities:

1. Organize three sessions of community education course offerings annually (fall, winter, spring)
2. Recruit adults to create, organize and lead community education courses.
3. Review and consider approval of proposed faculty and course offerings.
4. Assign and reserve appropriate space for each course. Work with building administrators and custodians to ensure access.
5. Consult with Director of Business Services on matters of safety and liability.
6. Calculate fees based upon class hours, prep time, materials and supplies.
7. Create course descriptions and registration materials.
8. Effectively publicize community education courses utilizing a variety of media
9. Organize the collection of registration materials and fees.
10. Approve purchase (through proper methods) of class supplies and materials.
11. Enforce minimum class size requirements.
12. Survey participants at the conclusion of courses.
13. Represent the Sparta Area School District in a positive manner.
14. Perform all duties in a timely manner.

Legal Reference:

Cross Reference:

Approved: November 22, 2011

Revised: