TITLE: **School-Based** **Community Education Program Coordinator**

QUALIFICATIONS:

1. Bachelor's Degree or equivalent work experience
2. Has demonstrated the ability to communicate and work effectively with students, parents, and the community

REPORTS TO: Principal or designee

JOB GOALS: To extend the benefits of the school's educational program to staff, students, and other community members who are interested and see a need for continued exposure to academic work and vocational courses; and to cooperate and collaborate with other area agencies to broaden resources and expand services.

PERFORMANCE RESPONSIBILITIES:

1. Plan, promote, coordinate, supervise, and evaluate the School-Based Community Education Program
2. Develop programs and services for staff, students, and the community through the utilization of community resources
3. When necessary, present reports and program recommendations to the Principal and/or the Board of Education
4. Perform other duties as assigned by the Superintendent or his designee

TERMS OF EMPLOYMENT:

* Stipend
* Board approved