

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: SUPPORT PROFESSIONAL
TITLE: COMMUNITY EDUCATION REGIONAL SPECIALIST
REPORTS TO: COMMUNITY EDUCATION COORDINATOR II
SALARY: GRADE C

Job Goal:

Coordinate, organize, and monitor activities within assigned community education programs

Minimum Qualifications:

- Bachelor Degree or equivalent coursework and experience
- Three or more years of relevant experience
- Good human relations and communication skills
- Broad knowledge of relevant district, state and federal policies and laws
- Skill in reading, interpreting, understanding and applying relevant federal, state and CUSD rules, regulations, policies and procedures
- Excellent computer skills and ability to work with standard software products
- Satisfactory criminal background check
- Ability and willingness to work flexible hours including nights and weekends

Core Job Functions:

- Supervises and supports program activities including directing activities for site leaders in their administration of site programs; ensuring that licensure and accreditation are appropriate; monitoring budgets, allocations and expenditures; conducting District public relations programs; and providing in-service education for staff.
- Supervises staff to include assigning and monitoring work; ensuring training; resolving conflicts; interviewing applicants; and conducting performance evaluations.
- Acts as a liaison between district and school administration, community education personnel, parents and the district community regarding program direction.
- Ensures that programs are meeting quality and standard operating expectations as outlined through the district and Community Education department.
- Provides direction and guidance to ensure program quality.
- Organizes and plans programs including development of curriculum, securing supplies, coordinating staff, assisting in the creating marketing materials, conducting public relations activities and arranging field trips and transportation.
- Assists with the recruitment, retention, hiring and placement of quality staff members.
- Exercises fiscal responsibility when securing supplies, vendors, field trips and when developing staffing models.
- Creates, develops and implements new and innovative programming and procedures to meet the goals of the Community Education Department and enhance program quality.
- Communicates effectively, professionally and efficiently to supervisor to any problem or special information about a student.
- Communicates effectively, professional and efficiently with parents on student's progress, issues and outcomes.
- Facilitates parent, customer, vender, or community relations meetings to develop and implement changes to programs.
- Covers for Activity Lead at sites when necessary.
- Assists in providing accurate communication and information to HR and Payroll
- Perform other duties as assigned
- Perform all duties in a safe and prudent manner as directed

Core Values/Professional Qualities

- Promote positive interactions with colleagues
- Promote positive interactions with students, parents, and community members
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Adhere to District and school rules and procedures

Physical Requirements – Working with Students

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, bloodborne pathogens, and loud noises. Employees may be required to lift or exert up to 50 pounds of force to move objects occasionally, up to 20 pounds of force to move objects frequently, and up to 10 pounds of force to move objects constantly. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.