

**CHANDLER UNIFIED SCHOOL DISTRICT NO. 80**  
**JOB DESCRIPTION**

**CLASSIFICATION:** SUPPORT  
**JOB TITLE:** COMMUNITY EDUCATION PROGRAM COORDINATOR I  
**REPORTS TO:** COORDINATOR II  
**CALENDAR:** 12 MONTH  
**RANGE:** SUPPORT EXEMPT

**Job Goal**

Develop, oversee and promote specific Community Education Programming.

**Minimum Qualifications**

- BS/BA degree in related field desired
- A combination of prior experience developing programs for the school and community, promoting programs, working with groups of diverse ages and backgrounds, working with community organizations, developing and implementing policies and procedures, handling programs and/or complaints and promoting strategies to solve problems or challenges
- Administrative, fiscal responsibility, and/or program facilitation experience desired

**Core Job Functions**

- Recruit, supervise, and evaluate programs and staff assigned to specific programs, provide necessary staff development or in-service training as needed.
- Supervise Community Education, Enrichment Program's (K-12), Summer School (K-12), Distance Learning and other areas to be determined.
- Encourage the involvement of school staff members in new programs and support their efforts in those areas.
- Encourage and promote similar involvement throughout the school district community.
- Respond to special training needs of school and the community.
- Participate in continuing education opportunities as appropriate.
- Need to flex schedule to meet the needs of specific programming or supervision of program.
- Review and evaluate programs assigned on a regular basis considering their appropriateness to community needs and interests as well as measuring their efficiency and effectiveness.
- Develop and operate within a budget to support assigned programs. This task includes making recommendations for user fees and staff salaries to the Director of Community Education.
- Attend required meetings and participate activity in any group work, training, or committee assignments.
- Maintain membership on the Arizona Community Education Association (AZCEA), activity participate and represent program needs and direction at quarterly meetings.
- Flex hours including nights and weekends.
- Demonstrate ability to work with others in a positive, productive way
- Promote effective teamwork, cooperation and communication among the school community

- Perform all other duties as assigned by administrator

### **Core Values/Professional Qualities**

**Excellence:** We endeavor to excel in every aspect of this organization and approach every challenge with a determination to succeed.

**Equity:** We are committed to making educational opportunities available and accessible to all stakeholders by fostering a climate of fairness and impartiality.

**Collaboration:** We have established an environment where teamwork and collaboration are integral to attaining exceptional results.

**Integrity:** We act with honesty and integrity by adhering to the highest ethical standards as we strive to achieve success.

**Efficiency:** We continually demonstrate our ability to produce the very best by carefully and effectively using all available resources.