

FRYSCS/COMMUNITY EDUCATION PROGRAMS/SERVICES PROGRAM MANAGER

TITLE: FRYSCS/ Community Education Programs/Services Program Manager

REPORTS TO: Associate Director Student Support Services

SUPERVISES: District's Mandated FRYSCS'/ Community Education Grants

JOB FUNCTION: Oversees all phases of the Districts' FRYSCS' Contract with Cabinet For Families and Children; oversees all phases of the Districts' KDE Community Education Grant. Supervises the district's evening High School Credit Program and district GED services.

DUTIES AND RESPONSIBILITIES:

- Attend and participates in school board meetings when requested. Prepares board agenda items in areas of program responsibility
- Is responsible for supervising and monitoring all program components in mandated FRYSC District contract
- Is responsible for KDE Community Education grant compliance
- Serves as Budget Manager for: District FRYSC Budget, All Community Education Programs, i.e. CAP- Adult Tuition classes, High School Night Credit classes, Service Learning Programs and Community Initiatives/collaboratives (ex. Partners for Youth).
- Maintains an awareness of federal, state, and local laws, policies and guidelines which regulate the above programs and is responsible for district monitoring of these programs within contract regulations
- Keeps those records and reports specifically assigned to areas of responsibility –state and local. Develops and maintains an inventory procedure for supplies' equipment, machinery and other program related items. Is responsible for bi-weekly payrolls for all program employees
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DUTIES AND RESPONSIBILITIES (CONT.):

- Works with individuals and groups of teachers, advisory councils, etc., in planning developing instructional programs and materials; supervises the development of schedules for all classes that include times, dates, location teacher and other personnel
- Provides information concerning new equipment, processes, and theories in all areas of programming
- Collaborates with principals to evaluate effective work of coordinators and other personnel in the programs
- Engages in community and public relation activities; serves as district contact for agencies involved with FRYSC i.e. community education programs
- Is responsible for Districts' 17-18 year olds GED application process in concert with High School Director
- Plans and directs Professional development activities of coordinators, teachers, and other personnel assigned to the various programs.
- Advises FRYSC coordinators serving 34 schools in planning and developing programs in their centers for adults (parenting education) and other students which encourage parental involvement in a child's day-to-day activities, including school activities
- Supervises, evaluates and directs the work of teachers, and other personnel assigned to specific programs.
- Assist in the development of guides, brochures, newsletters, handbooks, etc. for all program areas of responsibility.
- Attends conferences, workshops, and other required meetings as related to areas of job responsibility
- Serves as facilitator for Districts Community Education Advisory Council
- Completes annual reports and program evaluations relative to areas of responsibility; FRYSC'S , Community Education, and Service Learning.
- Is directly responsible for supervising receipting monies for tuition purposes
- Performs other duties as assigned.
- Maintains regular attendance.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Bachelor's degree
- Master's degree (preferred)
- Valid Kentucky teacher certification or School Social Work certification (preferred)
- At least three years of successful teaching experience.
- Prefer strong and effective background in adult, youth, and community education programs with supervisory certification.

LICENSES AND OTHER REQUIREMENTS:

Original Date: _____

Revision Date: 02/2001

Revision Date: 07/2012

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