

Durand-Arkansaw School District

Job Title: Part Time Community Education Coordinator

The Durand-Arkansaw School District is seeking a part time Community Education Coordinator for the 2018-19 school year, with possibility of extension.

Salary: \$1000 per session (2 sessions - fall/winter and spring/summer)

Description: Under administrative direction to provide leadership for the planning, coordination and supervision of adult community education of the District, responsible directly to the Curriculum Coordinator.

Expectations:

The successful candidate will:

- Recruit community education instructors
- Develop schedule of classes and catalog
- Market/Advertise Community Education Program and classes
- Facilitate and develop registration process for classes
- Responsible for registration and receipt of fees
- Communicate with participants
- Reserve classroom settings
- Submit instructor salary information, requisitions
- Maintain budget, fees, supplies, records
- Develop program that is fiscally break-even
- Anticipate potential problems and develop procedures to prevent or address them
- Other duties related to operation of Community Education Program

Knowledge/Skills:

The successful candidate will have:

- Excellent oral and written communication skills
- Organizational skills
- Knowledge of local resources and community
- Technical skills
- Understanding of financial budgeting and be fiscally responsible
- Professional
- Ability to establish and maintain cooperative and effective working relationships with others.

Requirements: Bachelor's Degree

Application: Interested candidates should submit a letter of interest, resume and references to Barb O'Brien, Durand-Arkansaw School District, 604 7th Avenue East, P.O. Box 190, Durand, WI 54736 or email to bobrien@durand.k12.wi.us

Application Deadline

Applications will be accepted through July 31, 2018.