

Crook County School District #1 is accepting applications for a **District Wide Outreach/Community Education Coordinator**.

Job Description: The Outreach/Community Education Coordinator is responsible for planning, promoting, organizing and evaluating credit and non-credit classes. The coordinator will enhance Eastern Wyoming College's visibility and increase the effectiveness of the programs by building and maintaining relationships within the community and surrounding service area.

Required Qualifications:

- Associate's degree or higher
- Demonstrated supervisory experience
- Valid driver's license, insurable and clean driving record

Performance Responsibilities:

- Plan, promote, organize and evaluate college credit classes
- Plan, promote, organize and evaluate non-credit classes
- Order all educational supplies and textbooks
- Conduct classroom observations of adjunct faculty
- Serve as facilitator for distance learning
- Arrange for instruction and testing for individuals needing Adult Basic Education – ABE/GED/ESL
- Administer and proctor a variety of tests including Compass, CAAP, GED
- Facilitate and participate in community and economic development activities
- Perform other duties as may be assigned

Knowledge, Skills and Abilities:

- Communicate clearly using verbal and written methods
- Advocate for EWC's programs and services
- Operate a computer and utilize standard business software
- Work tactfully and diplomatically with a diverse population of students, staff and community members
- Work autonomously with minimal supervision
- Work with a high degree of organization
- Work with a flexible schedule to include some occasional evenings and weekends

Terms of employment:

- 200 days starting on August 1st plus 20 days as needed in the summer, full time.
- Position has full benefits, including health insurance, retirement benefits, paid leave, as well as other benefits

Evaluation: Performance of this job will be evaluated in accordance with provisions of the EWC Board's policy on Evaluation of Staff, as well as by CCSD#1 Superintendent.

Physical and Other Requirements:

- Ability to plan programs, hire instructors, budget and prepare reports
- Ability to sit for long periods of time
- Ability to drive
- Ability to handle appropriate materials

Apply promptly; open until filled. Classified application forms may be picked up at any district school or CCSD#1 Central Business Office during regular business hours.

Crook County School District #1 is an equal opportunity employer.