

Job Description

Title: Community Education Lead Coordinator

Qualifications:

1. Ability to lead and to organize.
2. Ability to communicate, both in speaking and in writing.
3. Ability to develop and to maintain positive human relations.

Reports To: Crook County School District #1 Superintendent

Supervises: CCSD#1 Community Education Coordinators

Terms of Employment: A 200 day contract to be utilized during the normal K-12 school year, plus 20 days to be utilized during the summer as necessary to complete end-of-year reports in the spring and to prepare classes and brochures for the fall.

Supervises: Community education instructors, volunteers, and facilities when used by community education

Performance Responsibilities for Concurrent Enrollment Classes:

1. Will obtain from each site a list of concurrent enrollment students and the courses for which they are registered, as well as photocopies of receipts for concurrent enrollment fees submitted to central office to verify that the appropriate fees have been assessed, collected, and deposited.
2. Will examine vouchers submitted to central office for concurrent enrollment fees and concurrent enrollment tuition to verify that figures are correct.
3. Will be available to help mediate difficulties between concurrent enrollment instructors and local coordinators.

Performance Responsibilities for General Interest Classes:

1. Will receive registrations for general interest classes from each site and forward them to Eastern Wyoming College in a timely manner.
2. Will maintain records of general interest classes held, numbers of participants enrolled, as well as the name, address, phone number, and social security number of each instructor.
3. Will ascertain that each instructor has returned all necessary hiring forms, including the CCSD#1 hiring form for new employees, INS Form I-9, and copies of acceptable documents specified and IRS Form W-4.
4. Will ascertain that each instructor has been fingerprinted by CCSD#1 and that a background check has been performed.
5. Will travel to all sites as necessary to fingerprint potential instructors and furnish them with necessary hiring forms.
6. Will ascertain that contracts, vouchers, and liability waivers are all properly completed and filed.
7. Will facilitate communication between central office financial staff and coordinators.

Performance Responsibilities for Driver's Education Classes:

1. Will provide contracts to instructors and copies of signed contracts to central office.
2. Will provide instructors with registration forms.
3. Will receive registration forms and ascertain that fees deposited at all centers are appropriate for the number of registered students.
4. Will submit payroll vouchers for instructors.
5. Will maintain files of contracts, registered students, successful course completion, and financial transactions.
6. Will release information to students' car insurance companies as needed.

Performance Responsibilities for ABE/GED Programs:

1. Will serve as GED examiner.
2. Will submit GED test reports to Eastern Wyoming College.
3. Will attend examiner training as needed.
4. Will ascertain that Crook County coordinators are reporting to the ABE/GED lead instructor at Eastern Wyoming College as needed and in a timely manner.

Performance Responsibilities to Regional BOCHES:

1. Will attend regional BOCHES meetings to present the budget and expenditures for approval.
2. Will present site reports for Crook County, including courses held and student numbers.

General Responsibilities:

1. Will communicate with high school principals to make sure that coordinators and their programs consistently meet high standards.
2. Will communicate regularly with coordinators to make them aware of changes in district and state policies.
3. Will be available to travel to other sites as needed to help solve problems as they arise.
4. Will fingerprint newly hired employees in the district and serve as notary public as necessary.

Evaluation: Performance of the job will be evaluated in accordance with provisions of the Board's policy on the evaluation of the support staff.

Adoption Date: August 26, 2002