

[Go Back](#)**NASSAU COUNTY****Title : DIRECTOR COMMUNITY
EDUCATION CENTER****SCHOOL DISTRICTS****Code: 060185 EJF****CLASS SPECIFICATION****Page : 1 of 1
COMPETITIVE****GENERAL STATEMENT OF DUTIES**

Under administrative supervision, performs varied duties related to servicing groups and individuals in the community with educational and vocational problems.

COMPLEXITY OF DUTIES

Work is performed in accordance with general policy outlined by superintendent or other superior allowing wide leeway for the exercise of independent judgment in adapting the program to local conditions.

TYPICAL DUTIES

1. Seeks out school age young people who are not attending school and are not employed or are under employment age.
2. Interviews or arranges interviews for young people and helps them identify their problems.
3. Serves a liaison between Community Education Center and other social services agencies.
4. Trains neighborhood workers.
5. Makes reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledges of the various social service agencies in the area.
2. Ability to relate to young people in the community and their families.
3. Ability to present reports orally and in writing.
4. Ability to work independently within the scope of general policy guidelines.

MINIMUM QUALIFICATIONS**Training and Experience**

1. Graduation from high school and three years of public contact work including one year in vocational interviewing and placement;
or,
2. Satisfactory equivalent combination of training and experience.

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