



ADULT SCHOOL SECRETARY

District of Scholars, Achievers, Champions

Board Revision Date: 02.23.11

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Principal, Adult Education, performs a variety of specialized duties and provides clerical support for the adult school; provides information and assistance to students, faculty, administrators, and office visitors regarding adult school operations, activities, policies, and procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Performs a variety of specialized and responsible duties in support of adult school operations, activities, and administration; answers telephones, and greets visitors to the adult school office. E
- b. Provides information and assistance to students, administrators, faculty and staff members, and the general public concerning adult school operations, activities, policies, procedures, and objectives. E
- c. Collects and receives money from fees, tuition, and community service classes; maintains accurate financial records and assures the security of cash collected. E
- d. Orders and sells books and supplies; counts money, makes change and bank deposits. E
- e. Registers students for classes and provides information concerning educational requirements; evaluates transcripts and explains graduation requirements. E
- f. Prepares and maintains a variety of records and reports related to transcripts and student evaluations, Veterans Administration and Social Service Agency Requirements, test scores, student data, and personnel. E
- g. Maintains records and communicates with high school personnel regarding concurrent students; monitors and records grades and attendance. E
- h. Types a variety of materials including letters, reports, bulletins, memos, programs, schedules, calendars, certificates, and handbooks. E
- i. Composes and types correspondence from oral or written direction; takes and transcribes dictation, as needed. E
- j. Prepares and maintains attendance and payroll records; computes wages earned and accrued leave time, as assigned. E
- k. Arranges for substitute teachers and provides lesson plans as necessary; orients substitutes and issues keys for appropriate facilities; assists, as needed, with scheduling and room assignments. E
- l. Assists in the administration of tests such as the GED, scores and enters the test results as needed. E
- m. Establishes and maintains a current resource library for teachers; reviews supply catalogs of current materials. E
- n. Prepares internet, radio and newspaper copy, including layouts for display advertising. E
- o. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Adult school programs, operations and activities.
- Modern office practices, procedures and equipment.
- Basic principles of test administration.
- Record-keeping techniques.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.
- Bookkeeping techniques.

Ability to:

- Perform specialized and responsible duties in support of the adult school program.
- Complete work with many interruptions.
- Establish and maintain effective and cooperative working relationships with others.
- Manage and account for monies collected.
- Compose informational materials; such as internet, radio and newspaper advertisements.
- Add, subtract, multiply and divide quickly and accurately.

- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Learn to interpret, apply, and explain rules, regulations, policies, and procedures.
- Perform clerical duties such as filing, duplicating, typing, and maintaining records.
- Prepare reports as necessary.
- Meet schedules and timelines.
- Type at 50 words per minute.
- Take and transcribe dictation at an acceptable rate of speed. *(desirable)
- Operate office equipment such as typewriter, copier, computer and calculator.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by course work in business or office management and three years increasingly responsible clerical experience in an educational setting.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Adult School office environment. Schedule includes split shifts and evening hours.