

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Adult Education Secretary/Registrar
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	568
Reports to:	Director, Adult Education/Community School

JOB SUMMARY

Under general supervision of the director, the adult education secretary evaluates student's school credits; counsels students regarding adult education and community education school programs; and assist director with administration of programs (provides secretarial and clerical support, coordinates with schools and programs, etc.).

ESSENTIAL JOB FUNCTIONS

- Enrolls new students, enters student information and prints related reports.
- Assists with planning and implementing graduation program.
- Schedules appointments with students. Evaluates school transcript credit.
- Counsels adults concerning classes and credits needed to graduate.
- Finalizes student records.
- Provides information concerning programs available. Refers to desired school program.
- Coordinates with adult education teacher at technology center, exchanging information concerning students and credits.
- Communicates with adult high school directors and counselors and community school directors concerning students and classes.
- Assists in preparation of year end reports (i.e. Adult Basic Education report, Adult High School Completion report.)
- Prepares Adult Education night school flyer and parent and child class flyer.
- Enters grades and credits to individual student files.
- Enters grades and credits into computer.
- Mails credit evaluations and other information to students and mails student's transcripts for students.
- Maintains yearly record of graduates and credits.
- Answers telephone calls. Provides information and answers questions.
- Assists in arranging advertising for community school classes.
- Prepares payroll for adult education and community school.
- Receipts money from adult education classes.

- Plans and makes arrangements for annual adult high school graduation.
- Orders supplies and textbooks for adult education.
- Runs errands to post office, stores, etc. for department.
- Composes memos and letters.
- Maintains departmental files.

MINIMUM REQUIREMENTS

- High school diploma or equivalent education and/or related experience.
- Three (3) years of office experience and post-high school education.

KNOWLEDGE, SKILLS AND ABILITIES

- Skill in keyboarding/typing.
- Ability to operate computer.
- Ability to demonstrate familiarity with word processing program.
- Ability to demonstrate basic office and telephone skills.
- Ability to exhibit strong interpersonal skills for dealing with public.
- Ability to accept, receive and/or collect payments.
- Ability to prepare and/or process purchase orders.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.