



Fremont Union High School District

Position: Special Projects Assistant/Registrar - Adult Ed

Department/Site:	Adult & Community Education	Range:	110
Reports to/ Evaluated by:	Director of Adult & Community Education	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of the Director of A.C.E./or designee, performs a variety of specialized clerical duties in support of GRADs, GED, ESL, ATLAS, and other special programs related to adult education. Compile, organize and prepare statistical and narrative materials including transcripts, records, reports, proposals and program documentation, and assist in the registration process for the ESL program. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Provide specialized information to visitors, callers, students, faculty, administrators and others regarding program requirements. Interpret and explain rules, regulations, policies and procedures.
- Perform specialized duties in support of State, federal and adult education projects programs including ESL, ATLAS, Adult Secondary Education and others as assigned.
- Assist in the testing, orientation and registration of limited English speaking students for the ESL program.
- Receives and processes class registrations and fees. Reconciles fee balances. Prepares documentation and receipts for further processing by the finance office. Enrolls students to new courses, rolling over existing students into new course sequences.
- Works with students to resolve class scheduling conflicts and other related problems.
- Prepare permanent records for incoming GRADs students. Request records from other schools and record grades on permanent records. Interpret foreign, domestic and out-of-district school transcripts. Maintain confidentiality of records and information.
- Compile, organize, verify and record financial and statistical information and other documentation required for specific projects and programs.
- Review and evaluate incoming transcripts for grade and course deficiencies. Review incoming records to assure that course work completed meets State requirements for graduation.
- Prepare transcripts as requested by other school, institutions or district. Forward academic, health and other records as appropriate. Attempt to clear unpaid financial obligations as appropriate. Collect monies and record payments according to established procedures.
- Maintain current knowledge of District and State graduation requirements and applicable codes and laws and assure compliance with established regulations and timelines.
- Update student records regarding credits and courses needed for graduation. Communicate with teachers regarding grade changes, omissions and incompletes.
- Operate a variety of office equipment including typewriter, computer, calculator and copiers.
- Attend meetings and in-services related to program guidelines and procedural, eligibility and reporting requirements.
- Prepare and process correspondence related to assigned projects.

- Perform general clerical duties including data entry, word processing, filing, duplicating materials, answering telephones and taking messages. Maintains filing systems according to record retention requirements.
- Performs related duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of office practices, procedures and equipment, including filing systems, reception and telephone techniques, and letter and report writing.
- Requires knowledge of registration and student matriculation processes.
- Requires knowledge of personal computer based software programs and data entry to pre-established databases.
- Requires sufficient math skills to record and tally basic financial and statistical data.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Must be able to operate a variety of office equipment, such as computers, printers, copiers, document folders, shredders, and calculators.
- Requires sufficient human relations skill to work productively and cooperatively with diverse groups within and outside the District, and exercise patience when conveying information to, and working with internal and external customers.
- Requires the ability to work independently with little supervision.
- Requires the ability to understand, interpret, explain, and apply knowledge of Board policy and State Education codes, pertaining to Literacy programs.
- Requires the ability to understand class registration and related processes to handle logistics at an evening class site.
- Requires the ability to prepare spreadsheets, charts, and enter, import, and export data to and from databases.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to communicate with staff and customers using patience and courtesy, and in a manner that reflects positively on the organization unit.
- Requires the ability to maintain and repair fire prevention systems.
- Requires the ability to read and interpret engineering drawings, sketches, blueprints, schematics, and building and fire codes.
- Requires the ability to maintain records and activity logs.
- Requires the ability to estimate materials and labor for assignments.
- Requires the ability to work cooperatively and maintain harmonious relations with staff, contractors, and the public.
- Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures.
- Requires the ability to travel to all District sites to complete projects and support special events.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.

- Requires manual and finger dexterity to write, use a keyboard to operate a computer, and other standardized office equipment, requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School diploma or equivalent, supplemented by course work in office practices, and three years of increasingly responsible clerical experience involving financial and statistical record keeping.

Licenses & Certificates:

- May require a valid Driver's License and Forklift certificate.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a school environment subject to constant interruptions.