

## 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.*

<b>Job Title:</b>	<b>Office Manager – Adult Education</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	9
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	568
<b>Reports to:</b>	Director, Adult Education/Community School

### **JOB SUMMARY**

Under the general supervision of the director, the Adult Education Office Manager manages the school office and coordinates office functions, providing secretarial/clerical support for administrators and staff. Evaluates students' school credits; counsels students regarding adult education and community education programs; and assists director with administration of programs.

### **ESSENTIAL JOB FUNCTIONS**

- Manages the office and coordinates office responsibilities.
- Provides secretarial support for the director and staff. Composes correspondence. Schedules appointments. Prepares newsletters, bulk mailings, etc. Distributes mail.
- Enrolls new students, enters student information in computer and prepares related reports as needed. Updates student and guardian information.
- Assists with the preparation of the teachers' master schedule.
- Ensures that classes are covered, calling in substitutes when needed.
- 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 teachers, exchanging information concerning students and credits.
- Assists in preparation of year end reports (i.e. Adult Basic Education report, Adult High School Completion report.)
- Enters grades and credits to individual student files.
- Mails credit evaluations, transcripts, and other information to students.
- Maintains yearly record of graduates and credits.
- Answers telephone calls. Provides information and answers questions. Assists parents, students, and visitors as their first contact with the department.
- Assists in arranging advertising for community school classes.

- Processes personnel actions on the computer.
- Prepares payroll for adult education and community school.
- Maintains daily computer records of faculty and staff absences and hours worked by substitutes.
- Receipts registration fees and handles fee waivers. Collects and receipts money for all department functions.
- Processes financial transactions and maintains financial records. Processes accounts payable and accounts receivable transactions. Oversees purchase cards and card reconciliation.
- Plans and makes arrangements for annual adult high school graduation.
- Assists teachers, staff, and administration with supply and other requests; processes purchase orders and warehouse requisitions, receives and distributes supplies and equipment; maintains inventory of supplies, books, and equipment.
- Maintains school calendar and coordinates department activities.
- Runs errands to post office, stores, etc. for department.
- Maintains departmental files.
- Submits building maintenance requests and work orders.

### **MINIMUM REQUIREMENTS**

- High school diploma or equivalent education and/or related experience.
- Three (3) years of office experience and/or 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.
- Some knowledge of bookkeeping and accounting.
- 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.*