

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Program Technician Adult Alternative Education

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and two years clerical experience.

SUMMARY

Under the direction of an assigned Principal/Director or designee, perform clerical and technical duties in support of the Adult Education program; assist Adult Education students with registration activities and assure the completion of assessment materials and tests; compile, analyze and input data into assigned computer system and generate related reports.

SPECIFIC RESPONSIBILITIES

1. Perform clerical and technical duties in support of the Adult Education program; prepare and maintain student records; establish and maintain student folders and related filing systems; submit student files, enrollment sheets and information to appropriate certificated personnel.
2. Compile, analyze and input data into assigned computer system and generate related reports; generate weekly sing-in sheets for Adult Education classes; contact outside agencies concerning computer system malfunctions.
3. Assist Adult Education students with registration activities; assist students with completing required forms, applications and paperwork; process and code enrollment forms and applications.
4. Assure students obtain proper assessment materials and understand program goals, objectives and procedures; assign and distribute textbooks, booklets and other materials according to established guidelines and procedures.
5. Oversee assessment test preparation, distribution, scoring, inventory and test control procedures in the maintenance of a secure testing program; clarify testing procedures; correct, scan and process test forms.
6. Compile information and prepare and maintain a wide variety of data and reports related to student information, test results and program activities according to established guidelines and procedures; review records, reports and other documents to assure accuracy and completeness; compile and duplicate materials as necessary.
7. Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.
8. Communicate with District personnel to exchange information and resolve issues and concerns related to program activities.
9. Monitor inventory levels of testing and educational supplies; order supplies and materials as directed.
10. Train and provide work direction and guidance to student assistants.
11. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge of:

- Policies and objectives of the Adult Education program.

- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.
- Data entry techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability To:

- Perform clerical and technical duties in support of the Adult Education program.
- Assist Adult Education students with registration activities and assure the completion of assessment materials and tests.
- Compile, analyze and input data into assigned computer system and generate related reports.
- Learn the Adult Education program objectives, procedures, goals and operations.
- Type at 35 words per minute from clear copy.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.