

# **JOB DESCRIPTION**

## **Job Title: Secretary – Adult Education**

### **Qualifications:**

1. Associate degree preferred
2. Two years experience as administrative assistant/secretary or related field
3. Working knowledge of basic office procedures and the operation of common office equipment and machines
4. Proficiency in computer software applications, e.g. word processing, spreadsheet, presentation/publication and data management
5. Eligible to obtain appropriate Maine Department of Education Certification
6. Ability to work effectively and tactfully with other employees, adult learners, outside agencies and the general public
7. Demonstrated experience working with a variety of people in a busy work environment
8. Ability to receive and convey messages effectively and has adequate phone skills
9. Ability to complete several tasks at the same time and alter schedule to meet deadlines and program needs
10. Communicates effectively both orally and in writing
11. Ability to get along well with others, function as a member of a team, and to help in planning and problem-solving process
12. Is a self-starter and is capable of working independently
13. Ability to maintain confidentiality
14. A willingness to learn
15. Ability to organize and maintain data
16. Ability to promote and maintain a positive image
17. Ability to react to change productively and to handle other tasks as assigned
18. Ability to prioritize tasks
19. Ability to modify schedule to accommodate evening activities
20. Such alternatives to the above qualifications as the administration may find appropriate and acceptable

### **Reports To:** Adult Education Director

**Job Goal:** To provide administrative support for the Director and other Adult Education personnel.

### **Essential Functions:**

1. Performs office routines and practices associated with a busy, productive and smoothly run office.
2. Maintains and manages learner performance records.
3. Facilitates the learner registration and intake process
4. Prepares various local and state reports including the annual budget and maintains a complete set of accurate, up-to-date financial records including accounts receivable and payable
5. Maintains a regular filing system.
6. Processes and maintains correspondence.

7. Places and receives telephone calls and records messages as needed.
8. Maintains supply and equipment inventories
9. Maintains a schedule of appointments and makes arrangements for conferences.
10. Prepares correspondence as required by the Director.
11. Prepares teacher contracts for review by the Director and is responsible for the accurate compilation of the Adult and Community Education biweekly payroll submission to the District payroll office
12. Interacts with learners and the public on a daily basis and directs individuals to the appropriate staff members
13. Assists in the organization of classes
14. Assists with the preparation of reports
15. Proctors a variety of exams and assessments as needed
16. Performs other duties as assigned by the Superintendent and/or Director
17. Attends MaineStars trainings and is responsible for data entry and program data integrity
18. Exhibits a pleasant disposition in dealing with learners, staff and faculty

**Mental demands:** Involves the ability to organize, evaluate, analyze, and solve problems in a busy office. Also, ability to maintain control and composure with competing demands for time and attention from people and projects.

**Physical demands:** Stooping, kneeling, crouching, and bending may be required at times. Carrying and moving supplies and boxes at times. May have to move up to 50 pounds at a time.

**Environmental conditions:** Most work is done in an open office area that requires an ability to work in a noisy environment at times with frequent and varied interruptions

**Terms of Employment:** Salary and fringe benefits established by the Support Staff Collective Bargaining Agreement.

**Evaluation:**

The Adult Education Director shall evaluate this position annually

*Created 2018*