

Union Public Schools Job Description

Position Title: Secretary - Community Education
Department: Community Education
Reports To: Director of Community Education

FLSA Designation: Non-exempt

SUMMARY: Serves as Secretary to the Coordinator of Community Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Serves as secretary to the Coordinator of Community Education.
- Maintains accurate files, records and accounts.
- Facilitates and processes registration of program participants.
- Prepares monthly calendar of activities and other materials for printing and distribution to the community.
- Orders and arranges for timely distribution of snacks and supplies for the Extended Day Program.
- Tracks snacks and supply expenditures and prepares monthly expenditure reports.
- Schedules and makes arrangements for in-service training programs.
- Processes Extended Day Program plans and other program paperwork in a timely manner.
- Prepares, types, distributes and files forms, records, reports, correspondence, etc., related to community education program.
- Answers phones and responds to routine inquiries. Refers inquiries of a non-routine nature to the coordinator.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED) plus one (1) year secretarial or office experience.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to develop and implement a variety of written and oral plans, diagrams, and schedules.

MATHEMATICAL SKILLS: Ability to work with basic mathematical concepts and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometime walk and sit. Occasionally, the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds, such as boxes of books and AV/ VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate, and occasionally moderate to loud.