

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

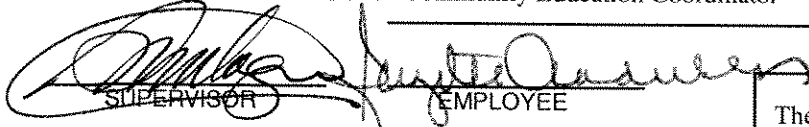
ORIGINATION DATE 8/15/00

LAST REVISION DATE 10/02/00

BAND & GRADE A-1-3-3

POSITION TITLE Community Education Secretary

IMMEDIATE SUPERVISOR Community Education Coordinator

  
 SUPERVISOR                      EMPLOYEE

Job Summary (Basic Purpose of Position)

The Community Education Secretary is the secretary with multiple responsibilities for the Community Education Building and its eight corresponding programs. This position is essential to the on going process, development and maintenance of a comprehensive, life-long learning system for which effective office operation, management and open professional communication is needed.

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Communicate with the public regarding: enrichment classes, A.B.E., E.C.F.E., S.A.C.C., Aquatics, and Youth Sports.	A				
1.01 Utilization of telephone 1. Receive and direct calls 2. Determine who gets the call and deliver the message. 3. Answer questions about classes and programs. 4. Notify public about cancelled classes and any changes. 5. Make decision on classes in absence of program coordinator.	A3	25%D		Knowledge of:  Proper telephone etiquette.  Good verbal communication to effectively and courteously deal with the public.  Human relations skills.	1.01 Calls were answered promptly and complaints were minimal.  1.02 Interactions and referrals wre handled correctly and promptly and on file
1.02 Determine interactions and make referrals to staff, partons, students, and other persons entering the office. 1. Relay Community Education information to a variety of publics when directed. a. Provide information to: 1) Administrative Office 2) Other Community Ed Programs 3) Advisory Council 4) State Dept. of Education 5) Radio/TV Stations	A3  A	25%D		Familiarity with various public agencies and offices.	

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<p>2. Help and advise patrons regarding:</p> <ul style="list-style-type: none"> <li>a. Cancelled classes</li> <li>b. Changed classes</li> <li>c. Complaints</li> <li>d. Class location and times.</li> </ul> <p>2.0 Manage office procedures.</p> <p>2.01 Maintain an efficient and client-friendly office.</p> <p>2.02 Manage duties of clerk/typist,</p> <p>2.03 Direct volunteers and other casual workers.</p> <p>2.04 Schedual appointments for Coordinator.</p> <p>2.05 Maintain daily appointment schedule for Coordinator.</p> <p>3.0 Initiate and perform office duties.</p> <p>3.01 Process refunds</p> <p>3.02 Provide receptionist support to Community Education central office programs.</p>	<p>A</p> <p>A</p> <p>A1</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p></p> <p></p> <p>100%Y</p> <p>15%D</p> <p>1%D</p> <p>1%D</p> <p>1%W</p> <p></p> <p></p> <p>10%D</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p><u>SKILLS:</u></p> <ol style="list-style-type: none"> <li>1. Excellent organizational skills.</li> <li>2. Good verbal and written communication.</li> <li>3. Excellent typing skills.</li> <li>4. Excellent English grammar, spelling and punctuation skills.</li> <li>5. Good computer skills.</li> <li>6. Operate and maintain office equipment.</li> <li>7. Basic accounting/recordkeeping.</li> <li>8. Filing</li> </ol>	<p><u>EVIDENCE EXISTS:</u></p> <p>2.00</p> <p>2.01 The office functions to the satisfaction of the supervisor.</p> <p>2.02 Duties of clerk/typist are carried out.</p> <p>2.03 Volunteers are informed</p> <p>2.04 Appointments are scheduled.</p> <p>2.05 Weekly appointment book is scheduled.</p>

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3.03 Type for all Community Education programs as assigned: 1. Compile and type all instructor contracts. 2. Type and mail minutes and agenda for Advisory Council monthly meetings. 3. Take monthly Advisory Council meeting and minutes. 4. Edit, proof and type correspondence and flyers.	A A A A A2	15%D		<u>ABILITY TO:</u> 1. Cope and deal with various problems and personalities. 2. Communicate effectively with staff, students and public. 3. Handle building emergencies. 4. Perform under tension, stressful situations and constant interruptions. 5. Work independently. 6. Give instructions and help evaluate performance. 7. Organize and complie information.	3.03 All contracts, minutes, agendas, correspondence, and flyers are completed timely, accuratley and on file. 3.04 Money is collected, receipted and recorded. 3.05 Money is deposited and promptly and accurately. 3.06 Filed material is available on request. 3.07 Operation of office machines is accomplished.
3.04 Receive, receipt monies for: 1. Enrichment classes 2. ECFE 3. All swimming programs	A A	15%D			
3.05 Deposit all monies for Community Education programs 1. Record all checks and cash on data base. 2. Prepare receipt summary form. 3. Code and send to District Office.	A				
3.06 Initiate and maintain files 1. General office 2. Instructors 3. Staff personnel	A	5%D			
3.07 Operate all office machines 1 Typewriter 2. Calculator 3. Xerox 4. Computer (Macintosh) 5. Laser Writer printer 6. Duplicating Machine(Canon NP 1218) 7. Transcriber	A	10%D			

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3.08 Determine, order and maintain inventory 1. Determine amount of supplies needed 2. Type and submit requisitions. 3. Check in supplies and stock supply room. 4. Maintain storeroom organization. 5. Distribute and inventory building keys.	A	5%W			3.08 Supplies are maintained and organized  4.01 Confidentiality is maintained 4.02 District forms are processed accurately and on time. 4.03 Reports are sent on time and on file.  5.01 Substitutes are secured when needed 5.02 Building is secure. 5.03 Events have been held as scheduled.
4.00 Maintain required records and reports. 4.01 Maintain confidentiality 1. Process mailing and filing of certified and non-certified staff evaluations. 2. Process class scholarship applications 3. Process job applications and personnel files for staff, instructors and coaches. 4. Registration data.	A	100%Y			
4.02 Process and submit District forms 1. Check and submit time sheets. 2. Staff absentee forms. 3. Requests for leave. 4. Travel vouchers. 5. Mileage forms.	A	10%W			
4.03 Collect data for preparing federal, state and District office reports. 1. Data on class enrollments for State Annual Report. 2. Data for State teacher licensing report.	A	5%Y			
5.0 Perform other duties as assigned by supervisor.	N/A	1%M			
5.01 Secure substitute coaches/instructors as directed.	A2	1%D			
5.02 Secure and lock building when required.					
5.03 Assist in special projects and events such as races, theatre presentations, etc.	A	1%Y			