

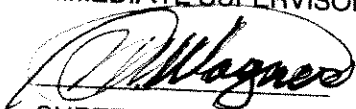
**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE 11/06/98

LAST REVISION DATE 10/03
A 1 2 2

POSITION TITLE: **Secretary, Early Childhood Family Education and Special Education, plus Adult Basic Education BAND & GRADE**

IMMEDIATE SUPERVISOR: Robert Wagner, Community Education Director



SUPERVISOR

EMPLOYEE

Job Summary (Basic Purpose of Position)

This Secretary position has multiple responsibilities at the Community Service Center Building, including office operation, management and communications for Early Childhood Family Education, Special Education and Adult Basic Education program delivery.

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 You 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 DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 Communicate with the public regarding: program classes, Early Childhood Family Education, Special Education and Adult Basic Education programs.	A1	25%D		Communication and human resource skills.	
1.01 Utilization of telephone 1. Receive and direct all calls. 2. Direct all calls to proper programs and person. 3. Answer questions regarding classes/program. 4. Notify public regarding cancellation/changes. 5. Make decisions on classes in the absence of the coordinators.				Proper telephone etiquette. Good verbal communication, deal with the public courteously and effectively.	1.01 Calls are answered promptly and complaints were minimal.
1.02 Determine interactions and make referrals to staff, patrons, students and other persons entering the office. 1. Relay Community Education information to variety of public agencies when directed. a Provide information to: 1) Coordinator's office ABE, ECFE, ESFE 2) Other Community Education Programs 3) Parent Advisory Council 4) G.E.D. Test Examiner		25% D		Familiar with various public agencies Knowledge of GED Test	1.01 (5) Class decision made on a timely basis. 1.02 Interactions and referrals were handled correctly and promptly. 1.02 (1) Information is provided. 1.02 (4) Test are administered.

REGULAR ROUTINE DUTIES List of Things to accomplish in Major Job Function.	BAND/ GRADE	% OF TIME	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You 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 DUTIES, SKILLS AND PERFORMANCE STANDARDS					
3.04 Receive, receipt and deposit all monies 1. Early Childhood Family Education 2. G.E.D. fees(when testing)		15%D		Ability to: 5. Work independently. 6. Give instruction and help evaluate performance. 7. Organize and compile information.	3.04 Money is collected, receipted and recorded. 3.04(2) Money is deposited promptly.
3.05 Initiate and maintain files. 1. General office 2. Instructors 3. Staff personnel		5%D			3.05 Filed material is available upon request.
3.06 Operate all office machines/equipment. 1. Typewriter 2. Calculator 3. Computer (Macintosh) 4. Laser Writer printer 5. Duplicating Machine		10%D			3.06 Operation of all office machines and equipment is accomplished.
3.07 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.		5%W			3.07 Supplies are maintained and organized.
4.00 Maintain required records and reports.	A1	100%Y			
4.01 Maintain confidentiality. 1. Process mailing, filing of certified and non-certified staff evaluations. 2. Process job descriptions and personnel files. 3. Registration data (fee payments.)					4.01 Confidentially is maintained.
4.02 Process and submit Districts forms. 1. Check and submit time sheets. 2. Staff absentee forms. 3. Leave request, travel and mileage forms.		10%W			4.02 District forms are processed accurately on time.

POSITION TITLE : Secretary, Early Childhood Family Education and Special Education, plus Adult Basic Education

REGULAR ROUTINE DUTIES	BAND/ GRADE	% OF TIME	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES	PERFORMANCE STANDANDS
List of Things to accomplish in Major Job Function.				What You Have to know to Accomplish Duty of Function	How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING DUTIES, SKILLS AND PERFORMANCE STANDARDS					
4.03 Collect data for preparing Federal, State and District office reports.		5%Y			4.03 Reports are sent on time and filed.
1. Data on class enrollments for State Annual report.					
2. E.C.F.E and A.B.E. reports.					
5.00 Perform other duties as assigned by Supervisors.		1%M			
5.01 Secure and lock building when required.		1%D			5.01 Building is secured.
5.02 Assist in special projects and events.		1%Y			5.02 Events have been held as scheduled