

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

ORIGINATION DATE 8/15/2000  
 LAST REVISION DATE 10/2/2000  
 BAND & GRADE A-1-3-3

POSITION TITLE Community Education Secretary

IMMEDIATE SUPERVISOR Community Education Coordinator

**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.

**SUPERVISOR**

**EMPLOYEE**

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?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
1.00 Communicate with public regarding: enrichment classes, A.B.E., E.C.F.E., S.A.C.C., Aquatics, and Youth Sports.	A			<b>Knowledge of:</b>	
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 director.	A3	25%D		1. Proper telephone etiquette. 2. Good verbal communication to effectively and courteously deal with the public. 3. Human relations skills. 4. Familiarity with various public agencies and offices.	1.01 Calls were answered promptly and complaints were minimal.
1.02 Determine interactions and make referrals to staff, patrons, students, and other persons entering the office.	A3	25%D		<b>Skills:</b>	
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	A			1. Excellent organizational skills. 2. Good verbal and written communication. 3. Excellent typing skills. 4. Excellent English grammar, spelling and punctuation skills. 5. Good computer skills. 6. Operate and maintain office equipment. 7. Basic accounting/recordkeeping. 8. Filing.	1.02 Interactions and referrals were handled correctly and promptly and on file.

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2. Help and advise patrons regarding: <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>	A			<b>Ability to:</b> <ul style="list-style-type: none"> <li>1. Cope and deal with various problems and personalities.</li> <li>2. Communicate effectively with staff, student and public.</li> <li>3. Handle building emergencies.</li> <li>4. Perform under tension, stressful situations and constant interruptions.</li> <li>5. Work independently.</li> <li>6. Give instructions and help evaluate performance.</li> <li>7. Organize and compile information.</li> </ul>	
2.00 Manage Office procedures.	A				
2.01 Maintain an efficient and client friendly office.	A1	100%Y			2.01 The office functions to the satisfaction of the supervisor.
2.02 Manage duties of clerk/typist.	A	15%D			2.02 Duties of clerk/typist are carried out.
2.03 Direct volunteers and other casual workers.	A	1%D			2.03 Volunteers are informed.
2.04 Schedule appointments for Coordinator.	A	1%D			2.04 Appointments are scheduled.
2.05 Maintain daily appointment schedule for Coordinator.	A	1%W			2.05 Weekly appointment book is scheduled.
3.00 Initiate and perform office duties.	A				
3.01 Process refunds.	A				
3.02 Provide receptionist support to Community Education central office programs.	A	10%D			
3.03 Type for all Community Education programs as assigned:	A	15%D			3.03 All contracts, minutes, agendas, correspondence, and flyers are completed timely, accurately and on file.
1. Compile and type all instructor contracts.	A				3.04 Money is collected, receipted and recorded.
2. Type and mail minutes and agenda for Advisory Council monthly meetings.	A				3.05 Money is deposited and promptly and accurately.
3. Take monthly Advisory Council meeting and minutes.	A				3.06 Filed material is available on request.
4. Edit, proof and type correspondence and flyers.	A2				3.07 Operation of office machines is accomplished.
3.04 Receive, receipt monies for:	A	15%D			3.08 Supplies are maintained and organized.
1. Enrichment classes					
2. ECFE					
3. All swimming programs	A				
3.05 Deposit all monies for Community Education programs.	A				
1. Record all checks and cash on database.					
2. Prepare receipt summary form.					
3. Code and send to District Office.					
3.06 Initiate and maintain files.	A	5%D			
1. General Office					
2. Instructors					

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<p>3. Staff personnel</p> <p>3.07 Operate all office machines.</p> <ol style="list-style-type: none"> <li>1. Typewriter</li> <li>2. Calculator</li> <li>3. Xerox</li> <li>4. Computer (Macintosh)</li> <li>5. Laser Writer printer</li> <li>6. Duplicating Machine (Canon NPR 1218)</li> <li>7. Transcriber</li> </ol>	A	10%D			
<p>3.08 Determine, order and maintain inventory.</p> <ol style="list-style-type: none"> <li>1. Determine amount of supplies needed.</li> <li>2. Type and submit requisitions.</li> <li>3. Check in supplies and stock supply room.</li> <li>4. Maintain store room organization.</li> <li>5. Distribute and inventory building keys.</li> </ol>	A	5%W			
<p>4.00 Maintain required records and reports.</p> <p>4.01 Maintain confidentiality.</p> <ol style="list-style-type: none"> <li>1. Process mailing and filing of certified and non-certified staff evaluations.</li> <li>2. Process class scholarship applications.</li> <li>3. Process job applications and personnel files of staff, instructors and coaches.</li> <li>4. Registration data.</li> </ol>	A	100%Y			<p>4.01 Confidentiality is maintained.</p> <p>4.02 District forms are processed accurately and on time.</p> <p>4.03 Reports are sent on time and on file.</p>
<p>4.02 Process and submit District forms.</p> <ol style="list-style-type: none"> <li>1. Check and submit time sheets.</li> <li>2. Staff absentee forms.</li> <li>3. Request for leave.</li> <li>4. Travel vouchers.</li> <li>5. Mileage forms.</li> </ol>	A	10%W			
<p>4.03 Collect data for preparing federal, state and District office reports.</p> <ol style="list-style-type: none"> <li>1. Data on class enrollments for State Annual Report.</li> <li>2. Data for State teacher licensing report.</li> </ol>	A	5%Y			

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5.00 Perform other duties as assigned by supervisor. 5.01 Secure substitute coaches/instructors as directed. 5.02 Secure and lock building when required. 5.03 Assist in special projects and events such as races, theatre presentations, etc.	N/A A2  A	1%M 1%D  1%Y			5.01 Substitutes are secured when needed. 5.02 Building is secure. 5.03 Events have been held as scheduled.
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