

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: ADULT EDUCATION SECRETARY

JOB GOAL: To assist the administrator in the administration of programs required for the Adult Education Program by performing a variety of complex and responsible secretarial and routine administrative support functions. Coordinate the workflow and activities processed through the school's Adult Education Office while serving as the school's office manager.

QUALIFICATIONS

Knowledge of:

1. Organization and operation of a public school district administrative office and public and staff relations.
2. Principles of proper letter composition, correspondence and report writing.
3. District records, reports and procedures relating to enrollment, attendance, registration, student records, time reporting, personnel and data processing.
4. Correct English usage, spelling, grammar, punctuation and math.
5. Numerical, alphabetical and subject matter filing systems.
6. Financial record keeping methods and practices.
7. Adult Education affiliated programs and organizations
8. Safety rules and regulations for this position.

Ability to:

1. Perform a variety of complex secretarial and technical work using independent judgment requiring accuracy and speed.
2. Answer telephone, take messages and/or provide information in a courteous manner.
3. Maintain the security and confidentiality of specified records and information.
4. Use personal computer (PC) and related software programs to include word processors and spreadsheets.
5. Establish and maintain a variety of record keeping, reference and data collection systems.
6. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
7. Learn and interpret specific rules, laws and policies and apply them with good judgment in a variety of procedural situations.
8. Perform assigned work with frequent interruptions but without continuous supervision.
9. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
10. Provide guidance and leadership to classified office staff.
11. Prioritize and coordinate workflow and timeliness for self and others.
12. Operate a variety of office equipment such as calculator, transcriber, copy machine, computer terminal, printer, etc. with speed and accuracy.
13. Use computer and related software programs to include word processors and spreadsheets.
14. Perform mathematical calculations with speed and accuracy.

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Ability to (continued):

15. Type/keyboard accurately at a rate of sixty (60) words per minute.
16. Read, understand and explain technical policies and materials.
17. Communicate effectively and tactfully in both oral and written form.
18. Be a productive and active team member.
19. Maintain a pleasant appearance and demeanor.
20. Work successfully with diverse groups of people.
21. Learn new procedures rapidly.
22. Handle all matters in a tactful, courteous and confidential manner so as to maintain and/or establish good public relations.
23. Establish and maintain effective work relationships with those contacted in the performance of required duties.
24. Establish and maintain effective rapport with students, parents and community members.

Training and Experience:

1. Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices and computer programs.
2. Two (2) years of increasingly responsible office experience, preferably including experience in a public school district, or any combination of training and experience that could likely provide the desired knowledge and abilities.
3. Good work history and attendance.

REPORTS TO: Assigned Administrator or designee

ESSENTIAL FUNCTIONS

1. Acts as secretary to the administrator of the Adult Education program and other program administrators, performing a wide variety of complex and responsible secretarial duties as well as relieving the program administrator of routine administrative functions.
2. Coordinates and prioritizes the office staff, activities and operation of the Adult School office.
3. Coordinates, implements and manages student pre-test and post-test activities as required in the Adult Education program.
4. Maintains confidential files and appointment schedule for assigned administrator, setting up and arranging meetings and other functions.
5. Independently composes correspondence on a wide range of subjects, requiring knowledge of procedures and policies of the school.
6. Prepares or oversees preparation of records and reports related to payroll for school employees including timesheets, personnel transactions, attendance reports, etc. and sends to payroll in a timely manner.
7. Attends to administrative details as directed by the administrator.
8. Types and maintains a heavy volume of complex and confidential reports.
9. Obtains and gives out information concerning the operation and activities of the school requiring detailed and accurate knowledge of programs, policies and procedures.
10. Receives, relays and appropriately disposes of information and material of a sensitive and confidential nature

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ESSENTIAL FUNCTIONS (continued)

11. Prepares or oversees the preparation of rosters, newsletters, bulletins, letters, enrollment documents, monthly attendance sheets, registration forms, schedules, accident reports, etc.
12. Types, maintains and files employee evaluation and observation records and reports as required.
13. Operates a variety of office equipment including a computer, calculator and copier.
14. May perform attendance clerk-related functions in the absence of the clerk.
15. Participates in District in-service training as required.
16. Follows District policies and procedures.
17. Knows and understands the Mission and Core Values of the District.
18. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Acts as a resource person to teachers, students, parents and the general public regarding general and specific information on the policies, procedures and activities related to Adult Education.
2. Proficient in the implementation and navigation of all Adult Education programs required for registration, curriculum and data management.
3. Maintains ongoing certification in Pearson Vue, CASAS e Tests and other Adult Ed program.
4. Trained and proficient in TOPSpro Enterprise to manage data for state and federal accountability.
5. Distributes materials and information to teachers, students and other staff members and ensures timely responses.
6. Requisitions or oversees the requisitioning of supplies.
7. Compiles and maintains records and files.
8. Compiles reports, handbooks and special projects from a variety of sources.
9. May assist the administrator with gathering/calculating budget requests and preparation of reports.
10. May maintain, monitor and record expenditures; reconciles ledger printouts and posts expenditures to budget sheets.
11. May order materials, supplies and equipment; inventories and logs upon arrival; maintains records of purchase orders, invoices and expenses to date.
12. May create documents and compose emails on a wide variety of subjects, including information of a confidential and sensitive nature.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps and ladders.
7. Able to lift up to ten (10) pounds frequently and thirty (30) pounds occasionally.

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PHYSICAL ABILITIES (continued)

8. Able to carry up to ten (10) pounds frequently and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Must attend trainings and certifications required by the Adult Education program.
3. Ability and desire to adjust schedule to meet the needs of the program and its trainings.
4. Some positions in this class may require individuals who can read, write and/or speak a secondary language.
5. Possession and maintenance of a valid California Driver's License desired.

TERMS OF EMPLOYMENT: 220 Duty-Day Work Year
 Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Alternative Education administrator or designee will complete the evaluation.

Approved by: Board of Education

Date: June 16, 2022

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
 IS A TOBACCO-FREE, DRUG-FREE
 WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.