

Corning Union High School District

Job Description

JOB TITLE: Part Time Adult Ed Student Services Technician

Salary Range: 16

Dept./Family: Administrative Assistant

Immediate Supervisor: Alt Ed Administrator **Approved By:** Board of Trustees

DEFINITION:

Under the direction of Administrator of Adult Education, provide a variety of administrative support duties to support the operations of Adult Education Programs.

ESSENTIAL FUNCTIONS:

- Provide a variety of administrative support duties to coordinate the Adult Education Office and to answer, screen and route telephone calls to appropriate individuals; answer questions as needed.
- Maintain a variety of complex records, reports and detailed files related to assigned activities.
- Ability to communicate with Adult Education students and their families.
- Facilitate the multi-step process of student enrollment and exit.
- Administer assessments to students as required for the program.
- Process student attendance.
- Maintain organized and thorough records as needed for the program.
- Generate reports to local, state, and federal government as required.
- Communicate with school personnel, students, and vendors, to exchange information to resolve concerns or issues.
- Work with local agencies to provide resources and supports for adult students.

ENVIRONMENT:

- Office environment: subject to constant interruptions.

PHYSICAL REQUIREMENTS:

- Ability to sit for extended periods of time.
- Ability to stand, sit, walk, kneel, bend, crouch, stoop, squat, twist, run, climb, or jump for short or extended periods of time.
- Dexterity of hands, fingers to operate a computer and office equipment, sitting and standing of extended periods of time and seeing, hearing and

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speaking to exchange information in person and on the phone.

REPRESENTATIVE DUTIES:

- Operation of standard office equipment, including computers.
- Understand and follow oral and written directions.
- Type and/or use word processors accurately at an acceptable rate of speed.
- Perform a variety of office duties to assist the program Administrator and staff as needed.
- Maintain accurate student transcripts.
- Mail distribution.
- Maintains and inventories school supplies and ordering process.
- Input and follow up with requisition requests.
- Utilize the computer database to collect, maintain, and report student and program records.

KNOWLEDGE, ABILITIES AND SKILLS:

- School guidelines, policies, procedure, and schedules.
- Modern office practices, procedure and equipment.
- Record-keeping techniques.
- Use of proper English: grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Work confidentially with discretion as well as independently with good judgment.
- Establish and maintain cooperative and effective working relationships with others.
- Perform clerical duties such as filing, typing, and maintaining records.

QUALIFICATIONS

- High School Diploma or equivalent required.
- Any combination of work experience in education related environment equivalent to two years.
- Bilingual (Spanish) Required.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a current valid Class C driver's license.

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