

Corning Union High School District

Job Description

JOB TITLE: Administrative Assistant-Alternative Education

Salary Range: 19

Dept./Family: Administrative Assistant

Immediate Supervisor: Centennial-Principal **Approved By:** Board of Trustees

DEFINITION:

Under the direction of Administrator of Alternative Education, provide a variety of administrative support duties to support the operations of Centennial, Corning Adult School and Independent Study programs.

ESSENTIAL FUNCTIONS:

- Provide a variety of responsible administrative support duties to coordinate the Alternative 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 and support at-risk students and their families, including Adult Education students.
- Facilitate the multi-step process of student enrollment and exit.
- Communicate with school personnel, parents and vendors to exchange information to resolve concerns or issues.
- Compile, type and distribute daily announcement, calendar of events and various other information.
- Enters Alternative Education enrollment and attendance information into the student information software.
- Generate reports to local, state, and federal government as required for Adult Education.

ENVIRONMENT:

- Office environment: subject to constant interruptions.

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, walking to various sites at the assigned school, kneeling and bending, reaching horizontally and overhead to

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retrieve and maintain files and to store supplies and records, lifting and carrying objects weighing up to 30 pounds, and hearing and 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 other secretarial and office staff as needed.
- Set-up and implement the multi-step process for report cards.
- Maintain accurate student transcripts. Including posting grades and credits, semester grades, transfer grades, summer school grades, high school subjects leave and grade bumps.
- Mail final official transcripts of graduation seniors to post-secondary institutions upon request.
- Mail distribution.
- Maintains and inventories school supplies and ordering process.
- ASB money deposits to District.
- Input and follow up with requisition requests.
- Assist in calling substitutes.

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.
- Interpositional skills using tact, patience and courtesy.
- Use the computerized student information management system effectively.
- Answer telephones and greet students and the public courteously.
- 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.
- Complete work with many interruptions.

QUALIFICATIONS

- High School Diploma or equivalent required.

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- Any combination of work experience in education related environment equivalent to two years.
- Bilingual (Spanish) Required (Stipend Paid)

LICENSE AND CERTIFICATION REQUIREMENTS:

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

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Signature Page

CUHS ESP:

Joshua Perkins: _____

Date: _____

Dennis Wyman: _____

Date: _____

Sandra Wilson: _____

Date: _____

Chris Goniea: _____

Date: _____

District:

District Superintendent: _____

Date: _____

10/23/20

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Approved: