

JD LOCATOR: 4.13.5
REVISED: 8/97
REVISED: 7/03

JOB TITLE: WTA Adult Education Secretary

REPORTS TO: Adult and Community Education Coordinator

JOB GOAL: To assist Director, Adult Education Coordinator, and other school personnel by the efficient operation of the school administrative office.

JOB RESPONSIBILITIES:

1. Process correspondence by typing and composing in a neat, professional manner.
2. Compute and record all cash when received in the office from class registrations and other sources; complete and log deposits of adult education money.
3. Prepare copies or other instructional materials as assigned by director and/or adult education coordinator.
4. Process, photocopy, type, and prepare forms for school utilization.
5. Maintain all files in a complete, orderly manner in accordance with building and district procedure.
6. Maintain an inventory of adult education equipment and supplies.
7. Maintain Waynesville Technical Academy's computerized inventory.
8. Maintain office logs and registers as assigned by the director and/or adult education coordinator.
9. Maintain office mailing lists of community resource persons and area school administrators as assigned.
10. Make appointments and inform the participants.
11. Monitor Waynesville student attendance records and make accurate, timely reports in accordance with district procedures and submit report twice daily to WHS.
12. Monitor Adult and Community Education attendance and maintain file for students receiving special funding.
13. Prepare and post notices to building employees as directed by the director and/or adult education coordinator.
14. Receive, unpack, and verify incoming shipments of materials.

15. Enroll, register, and assist new adult students with necessary directions.
16. Receive, sort, and distribute mail and other documents.
17. Process phone calls and intercom messages with efficiency and in a courteous manner.
18. Receive students, parents, and all others in a courteous manner.
19. Assist adult education coordinator in preparing a schedule of classes and keep instructors informed of class dates.
20. Prepare schedule of classes for mailing and newspaper advertisements.
21. Maintain mailing lists for flyers and advisory committees.
22. Properly prepare state forms for VECS and submit to DESE in a timely manner.
23. Attend in-service education appropriate to the job.
24. Market and recruit for vocational/technical and adult education.
25. Perform other duties as assigned by the director or adult education coordinator.

TERMS OF EMPLOYMENT: In accordance with length of job defined in the district handbook for classified personnel.

EVALUATION: One annual evaluation submitted to the Human Resources Office. Additional reports may be submitted at the discretion of the supervisor.

SIGNED BY SECRETARY: _____ DATE: _____

SIGNED BY SUPERVISOR: _____ DATE: _____