

Job Title:	Secretary Adult Learning	Wage/Hour Status:	Hourly
Reports to:	Administrator	Pay Grade:	304
Dept. /School:	San Jacinto Adult Learning Center	Date Revised:	November 20, 2020

Primary Purpose

Provide assistance in the daily operation, and support the work and goals of the adult learning programs for Far West Adult Education Consortium (FWAEC).

Qualifications

Education/Certificate

High School Diploma/ GED or High Education from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on District's clerical SET test
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to follow written and verbal instructions
- Knowledge of computers and software applications
- Knowledge of Federal and State guidelines for adult learning
- Familiarity with purchasing laws and regulations

Experience

Two (2) years related experience

Major Responsibilities and Duties

1. Maintain accurate and complete grant budget records for designated programs and departments.
2. Prepare monthly bank reconciliation and accurate checking account balances.
3. Process requests for program purchase orders and disbursement vouchers for the campus.
4. Communicate with vendors regarding purchase prices and status of purchase orders and set up new vendor files for future purchases.
5. Prepare disbursements for the campus and maintain accurate records of such transactions.
6. Prepare and maintain accurate and complete records of revenues and expenses for the general fund for the Adult Learning Program.
7. Produce and maintain required campus accounting documents such as the sales tax report, general journal, and journal.
8. Verify staff absences with the Frontline (TEAMS) system of the District.
9. Establish, create, and maintain filing system that will facilitate document storage and retrieval as required by the District and the Texas Workforce Commission (TCW).
10. Monitor the campus communication center by answering telephones, directing calls, and receiving messages.
11. Communicate directly with other district member of the Consortium regarding adult learning matters.
12. Handle travel arrangements for campus staff and submit applicable documents.
13. Notify custodians of impending requests or needs from staff or students.
14. Cross train with other clerical staff members to serve as backup during their absence and supervise clerical staff.
15. Process and maintain miscellaneous pay for staff and faculty members.
16. Work under general or specific direction from the Administrator, but is able to perform duties with considerable independence, initiative and minimal supervision.
17. Sort and distribute campus mail.
18. Record and transcribe minutes of meetings.
19. Stay abreast of all federal and state adult education regulations of the Consortium and District guidelines that affect the campus.
20. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Personal computer, printer, fax machine, copier, typewriter, adding machine, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions; maintain emotional control under stress; occasional prolonged and irregular hours; including evenings; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

**NOTE: This position is grant funded on an annual basis. Continuation of employment is contingent upon the continued receipt of grant funds. The number of workdays and/or hours will be evaluated annually and may be adjusted to meet program needs.*

I have read and understood the contents of this job description; I acknowledge that my performance evaluation is based on stated duties/responsibilities. I am also aware that my position will be funded with AEFLA Federal/State, TANF, and E.L. Civics funds and my job duties/responsibilities must comply with Texas Workforce Commission Adult Education requirements.

Employee Signature _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with Texas Workforce Commission Adult Education requirements.

Supervisor Signature: _____ Date: _____

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.