

Job Title: Campus Clerk Adult Learning	Wage/Hour Status: Non-Exempt
Reports to: Administrator	Pay Grade: 303
Dept./School: San Jacinto Adult Learning Center	Date Revised: November 22, 2024

Primary Purpose

Maintain adult education staff and student records required by the Texas Workforce Commission (TWC) for the Far West Adult Consortium (FWAEC) and employee records as required by the district. Provide technical support assistance in the daily operation of the Adult Learning Programs for the Consortium and support the work and goals of the Adult Learning Program.

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 SET test
- Knowledge of computers and software applications
- Strong organizational, communication and interpersonal skills
- Ability to communicate professionally, clearly, thoroughly, concisely with a diverse stakeholder in both oral and written form

Experience

Two (2) years related experience

Major Responsibilities and Duties

1. Prepare, post, and maintain payroll and related records for the campus and for auditing purposes. Responsible for weekly time sheets, scheduling flex/compensatory time and all computer entry for the campus. Distribute payroll checks.
2. Answer and direct incoming telephone calls.
3. Maintain accurate adult education staff and student data for the El Paso Area Consortium using the Texas Education Agency's data management system Frontline (TEAMS).
4. Disseminate adult education information to all constituents of the El Paso Area Consortium.
5. Sort and distribute campus mail.
6. Prepare PEIMS data as requested by the District's PEIMS Coordinator.
7. Enter and maintain required staff professional development records for the entire Consortium.
8. Complete Energy Management reports for the campus.
9. Assist students with various needs that arise daily.
10. Make decisions and solve problems that are in the best interest of the Adult Learning Program.
11. Assist the Adult Education Instructional Coordinators as needed with various projects.
12. Cross train with other members of the clerical staff to serve as backup during their absence.
13. Notify custodians of impending requests or needs from staff or students.
14. Verify employee absences using the District's Frontline (TEAMS) System.
15. Maintain an optimal level of accuracy for assigned work to ensure compliance with established District policies and procedures.
16. Establish & maintain filing system that will facilitate document storage and retrieval as required by the District and TWC.
17. Duplicate instructional and administrative correspondence and general instructional documents as requested.
18. Stay abreast of federal and state adult education regulations that affect the Consortium and District guidelines that affect the campus.
19. Provide technical assistance in the daily operation of the Adult Learning Program to the Consortium.
20. Perform other duties as assigned by supervisor.

Supervisory Responsibilities
None

Equipment Used
Personal computers, 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 some evenings, repetitive hand motions, prolonged use of computer, and dealing with the public.

Terms of Employment
221 days; hourly rate to be established by the Board of Trustees.
**NOTE: This position is funded contingent upon the receipt of grant funding. 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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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.

413260EF Campus Clerk
Adult Learning

Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.