

**CENTRAL TECHNOLOGY CENTER, SCHOOL DISTRICT NO. 3**

**DRUMRIGHT CAMPUS**

**JOB DESCRIPTION**

<b>POSITION:</b>	Adult & Career Development (ACD) Secretary
<b>PERSONNEL CLASSIFICATION:</b>	Clerical Support Staff; 12-month position (Part Time)
<b>HOURS:</b>	4:30 p.m. – 9:30 p.m. Monday – Thursday
<b>RESPONSIBLE TO:</b>	ACD District Director
<b>EDUCATION:</b>	High School Diploma or GED preferred.
<b>EXPERIENCE:</b>	Clerical or retail experience.
<b>SKILLS:</b>	Proficient in computer applications, specifically MS Word, Outlook, Excel, and use of the Internet. Excellent verbal and written communications and customer service skills. Willingness to learn state and federal regulations related to courses offered. Must be discreet, responsible, and work well under pressure with the ability to maintain a high degree of professionalism while projecting a positive image.
<b>DEPENDABILITY:</b>	Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings/saturday as required by position responsibilities.
<b>PHYSICAL STANDARDS:</b>	Ability to read and comprehend a variety of written documents, regulations and reference materials. Ability to meet and confer with individuals and groups concerning a variety of subjects including confidential matters. Ability to operate a 4-wheel vehicle in order to travel in state. Requires loading, transporting, lifting and handling of a variety of instructional materials, manuals, and some equipment. Ability to process paperwork and payments effectively.
<b>EMOTIONAL EFFORT:</b>	Moderate to extreme. Frequent deadlines requiring concentrated effort. Must work on a variety of projects and answer the phone or wait on potential ACD students at the same time. Ability to work under stress and use positive interpersonal skills.
<b>OTHER STANDARDS:</b>	Ability to project and maintain a positive and professional image through participation in staff meetings and selected professional growth meetings, trainings, and activities. Must uphold the policies and procedures of the Central Tech Board of Education. Mature, discreet, responsible, work well

under pressure, self starter. Ability to work with students, potential students and co-workers and project a professional image.

**PRIMARY FUNCTION:** Provide administrative support and assistance to evening instructors/ Lead Support and ACD Director. Answer telephone inquiries; learn details and keep current on every class offered; enroll students, process class payments and provide problem-solving solutions; and maintain enrollment databases.

**JOB FUNCTIONS/DUTIES:**

1. Maintain records for Adult Career Development classes.
2. Answer phones and greet visitors; take and relay messages; provide information to students, faculty and site personnel; interpret, apply and explain district policies and school procedures and regulations.
3. Enroll ACD students, take class payments and record this information in the student accounting system.
4. Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material, using computer.
5. Prepare packets and make copies for ACD instructors and classes.
6. Assist in answering incoming calls.
7. Assume any other duties assigned by the ACD coordinator/evening supervisor or school administration.
8. Maintain regular attendance.