



## **Job Description**

**Job Title:** Adult Ed Clerical

**Supervisor:** IET Coordinator

**Hours:** M-F

**Pay Grade:** \$15.00 per hour

**Job Classification:** Non-exempt

Position is non-contracted, part-time up to 29 hours weekly, and grant funded

### **Job Summary**

Position is responsible for administrative support and data entry of the regional adult education program. Must demonstrate a commitment and ability to serve a diverse community, including low-income families and English language learners. Individual should be self-motivated and able to work at a standalone satellite site. Ability to manage and maintain a professional work space, providing administrative support to adult participants whose basic skills are below the twelfth grade level. Possess the necessary technology skills to include the Microsoft Office Suite and Google Drive. Must have good customer service skills to communicate with the public face to face, over the phone or through email. Position is responsible for collecting, monitoring, and entering students' data and progress into the adult education data systems. Position will be a liaison for the adult education program and community partners and would require some evening hours.

### **Essential Duties**

1. Provides clerical support duties such as answering phones, email, filing, etc.
2. Provides quality customer service in a courteous and professional manner
3. Maintain accurate data and performs a variety of data entry and retrieval tasks including maintaining electronic data files, lists, and databases
4. Manages multiple tasks with many interruptions
5. Maintains confidentiality of documents, student records, and other information
6. Collaborate with community college staff to support grant objectives
7. Support program timeline and processes for data collection
8. Administer assessments to perspectives students
9. Participates in staff development activities, staff meetings and activities as required or assigned
10. Maintains office and instructional supplies
11. Performs other related duties as required

### **Other Duties:**

Performs any other related duties as assigned by the IET Coordinator or other appropriate administrator as necessary for program success and completion.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must have a high school diploma or equivalent. Three years of previous experience in an educational institution or office setting preferred. Must possess good organization skills and be proficient with the

Microsoft Office Word, Excel and Outlook software. Must possess ability to communicate effectively verbally and in writing and be able to establish and maintain effective working relationships with students, staff, workforce partners and the public.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school environment.

**Supervision Exercised:** None

**Supervision Received:** Integrated Education Training Coordinator

*This job description in no way states or implies that these are the only duties to be performed by this employee. The adult education clerical staff will be required to follow any other instructions and to perform any other related duties as assigned by the regional manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date