

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Program Assistant, Community Education	FLSA:	Non-Exempt
Department:	Clovis Adult Education	Grade:	17
Reports To:	Learning Director and Program Specialist	Salary Schedule:	Classified

SUMMARY

Performs complex and varied secretarial and administrative duties for the Community Education department. Performs moderately complex record-keeping duties associated with the processing of student enrollment fees. Works as a liaison between the Adult School and other Clovis Unified School District school sites. Performs a wide variety of support functions and duties for the Community Education department.

NATURE AND SCOPE

Under the general supervision of the Learning Director and Program Specialist. Independently performs duties that are somewhat complex but normally follow established and well-defined policies and procedures. Must exercise good judgment and discretion, however assistance is available for unusual situations or problems. Much of the work is produced under strict deadlines. Work contacts extend beyond the department to other school sites, teachers, students, and the general public.

DISTINGUISHING CHARACTERISTICS

Clerical position requiring supplemental education or experience in a specialized field such a public relations, computer training, and marketing.

ESSENTIAL TYPES OF DUTIES (Examples)

- Assist in curriculum development.
- Assist new staff in writing course outlines and course descriptions.
- Design and prepare flyers to assist teachers in the advertisement of individual classes.
- Assist in the production of the course catalog.
- Coordinate teacher schedules and class schedules with room availability. Schedule rooms for classes. Communicate with other Clovis Unified School District sites regarding Clovis Adult Education use of facilities.
- Check and update class descriptions, fees, and dates.
- Proofread all copy as assigned.

- Register and enroll students; collect and balance class fees.
- Attend staff meetings and other meetings or conferences at the request of supervisors.
- Assist teaching staff in the development of their programs and the procurement of equipment and materials.
- Explain program rules, regulations, and policies to students and teachers as appropriate.
- Travel to various offices and schools throughout the District to provide support for teachers and the Community Education Program.
- Provide technical assistance to assigned seasonal and temporary student help.
- Participate in staff development and in-service training programs as assigned.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Knowledge of computer applications including desktop publishing, word processing, and spreadsheets. Knowledge of marketing practices, techniques, and promotions. Requires knowledge of record keeping and accounting procedures. Requires a thorough knowledge of business letter writing and report preparation. Knowledge of techniques used in public relations required. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation, and basic arithmetic skills. Must be skilled in using various standard office machines.

Abilities: Requires the ability to independently perform all of the duties of the position efficiently and effectively. Requires the ability to design flyers, brochures and advertising material. Must be able to coordinate and perform office, secretarial and clerical work with speed and accuracy. Must be able to learn, interpret, explain and apply school and District policies, rules and objectives. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with students, staff and the general public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations. Requires the ability to analyze situations and accurately adopt an effective course of action. Ability to maintain confidentiality of student, teacher and school information.

Experience and Training: High school diploma or equivalent required. Additional specialized training in education or a related field is desirable. Two years of experience working in a school environment or business internal publications, public relations, and/or marketing of catalog or materials is preferred.