

**INSTRUCTIONAL ASSISTANT TO THE DIRECTOR OF ADULT EDUCATION, ESL  
AND EL CIVICS**

**GENERAL STATEMENT:**

Serves as instructional assistant to the director.

**REPORTS TO:**

Director of Adult Education, ESL and EL Civics

**OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

**QUALIFICATIONS FOR APPOINTMENT:**

**EDUCATION:**

High school diploma or GED.

**LICENSE OR  
CERTIFICATION:**

None

**EXPERIENCE:**

Experience in office administration. Word processing, computer and general office skills. Able to type 35 wpm net.

**OTHER:**

Good public relations and communications skills. Must be flexible.

**DUTIES AND RESPONSIBILITIES:**

- Perform secretarial and organizational task for the director.
- Manage the departmental contracts for the instructors.
- Coordinate the departmental monthly payroll.
- Manage the department's front office.
- Manage the department's financial excel spreadsheets with overview by the director.
- Register students for classes and assist with registration activities.
- Assist with supplies and materials.
- Assist director in the management of record keeping, files and filing systems.
- Assist with reporting and communication with outside entities.
- Assist with purchase orders, accounts payable and invoicing.
- Assist with marketing.
- Assist with the development of departmental schedules including room scheduling.
- Coordinate with other TVCC campuses and departments as necessary.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved:        7/27/10*

*Revised:*

JD461