

INSTRUCTIONAL ASSISTANT: TEACHER SUPPORT/RECORDS SUPPORT (ADULT EDUCATION & EI CIVICS GRANTS) & ADMINISTRATIVE SUPPORT (ETWDA-TANF LITERACY GRANT)

GENERAL STATEMENT:

Administrative support for instructional and administrative activities for Adult Education and El Civics and East Texas Workforce Board TANF Literacy grants.

REPORTS TO:

Supervising Coordinator of Adult Ed. and El Civics and Community Services Student Advisor

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED. Some college preferred.

LICENSE OR

CERTIFICATION:

None

EXPERIENCE:

Experience in the area of education for adults preferred. Experience in assisting with records & reports management required. Skilled in Word, Excel, database management, communication document control and data entry and filing. Minimum of 50 wpm net required. Good public relations and communication skills.

OTHER:

Willing to work flexible hours; travel as needed; have dependable transportation. Assist with budgetary and payroll oversight.

DUTIES AND RESPONSIBILITIES:

- Provide services for the following funding sources:
 - State Adult Education
 - Federal Adult Education
 - State TANF (AE)
 - Federal TANF (AE)
 - El-Civics funds
 - East Texas Workforce Board TANF Literacy Grant
 - Other resources as they become available

- Provide support to Supervising Coordinator and Student Advisor and Instructors:
 - Assist with program communication
 - Assist with portfolio development and maintenance
 - Assist with tracking of course syllabi
 - Assist with tracking of teacher lesson plans
 - Assist with class proposal (s)
 - Assist with student recruitment and enrollment
 - Assist with class maintenance i.e. class rolls, grade sheets

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- Assist with the management of data systems (TEAMS and Local) for scheduling classes for AE, TANF, EI-Civics, East Texas Workforce Board training and other funding streams; including assisting with Instructional files and portfolios, student transcripts, issuing student participation certificates, and other related reports
- Assist with Adult Education, EI-Civics and ETWFB and other activities as needed
- Assist with advertisement e.g. flyers
- Prepare employment packets
- Prepare teaching agreements
- Secure eligibility verification documents for Adult Education, EI-Civics and TANF Literacy grants
- Provide instructional staff with student tracking documents
- Make copies for instructors
- Monitor enrollment
- Keep inventory of instructional supplies, books, and materials
- Travel as requested
- General secretarial duties, as needed
- Other duties as assigned by appropriate supervisory personnel

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require irregular evening or weekend hours.

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

Approved: 12/17/97

Revised: 2/23/09