

## **INSTRUCTIONAL ASSISTANT, ADULT EDUCATION**

### **GENERAL STATEMENT:**

Provide general secretarial support for administrative personnel funded by several grant sources.

### **REPORTS TO:**

Supervising Coordinator, Adult Education

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Computer skills required, knowledge of and experience with word processing programs (i.e. MS Word) and spreadsheets (i.e. MS Access). General office management or customer service experience preferred.

#### **OTHER:**

Organizational, telephone, filing and typing (40 wpm) skills required. Must be detailed oriented, flexible and be able to multi-task and prioritize work. Bilingual (Spanish) preferred.

### **DUTIES AND RESPONSIBILITIES:**

- Perform general instructional and grant duties.
- Maintain files and file management.
- Order and control of office supplies and educational materials.
- Prepare and distribute correspondence.
- Assist with newsletter.
- Make travel arrangements.
- Answer telephone and provide information to public and take messages for office personnel.
- Provide support for instructional personnel.
- Complete Teacher Agreements and Special Assignment Agreements.
- Assist Coordinator with scheduling of class and activities.
- Assist with the management of professional development of staff.
- Work in ImageNow.
- Assist with budget management and purchase orders.
- Other duties as assigned by appropriate supervisory personnel.

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**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*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: 11/12/07*

*Revised: 11/27/07*

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