

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADULT EDUCATION SPECIALIST

BASIC FUNCTION:

Under the direction of an Adult Education Principal or Assistant Principal, perform responsible and complex duties related to the adult education school site; prepare and maintain a variety of records and reports as it pertains to adult education. Must be able to exercise independent judgment and work independently.

REPRESENTATIVE DUTIES:

Perform clerical support duties for an assigned adult school administrator, assisting the administrator with routine detail as appropriate; compose letters, memoranda and bulletins as directed. *E*

Coordinate the adult education office, acting as receptionist and client in-take; reference source for staff; provide information and assistance regarding established procedures, registration information; assisting clients who are wishing to enroll in the school. *E*

Prepare and maintain comprehensive records, reports, files and lists related to personnel, budget, and client records as required; and fill requests for information necessary to register clients for adult school. *E*

Perform a variety of problem-solving tasks in support of certificated management personnel. *E*

Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory. *E*

Schedule a variety of meetings; prepare and send out notices of meetings; maintain an appointment calendar; and collect and compile information for meetings. *E*

Provide assistance to other staff as necessary; order and maintain supplies and materials; and prepare purchase requisitions using Systems Consultants, Inc. (SCI). *E*

Receive, open, sort, screen and distribute incoming mail. *E*

Coordinate and create letters, reports, memoranda, records, forms and other materials form straight copy, rough drafts or oral instructions, including materials of a confidential nature. *E*

Operate a computer workstation utilizing word processing and other software as required. *E*

Operate a variety of office equipment including typewriter, calculator, and duplicating machines. *E*

Check reports, records and other data for accuracy, completeness and compliance with established standards. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Record storage, retrieval and management systems.
Interpersonal skills using tact, patience and courtesy
Oral and written communication skills
Operation of office machines and computer software, such as Microsoft Word, Outlook, and the District in-house system.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform varied and complex clerical support duties involving, typing, filing and maintaining records or reports in support of a school or District function.
Learn and apply laws, rules, regulations involved in assigned clerical activities.
Work independently.
Meet schedules and time lines.
Operate a variety of office equipment.
Utilize word processing and other computer software.
Compose materials from oral instruction
Maintain records and prepare reports.
Establish and maintain effective working relationships with others.
Understand and follow oral and written direction.
Work confidentially with discretion.
Plan and organize work.
Communicate effectively both orally and in writing.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of increasingly responsible clerical experience involving the use of office equipment and experience involving operating computer word processing software.

LICENSES AND OTHER REQUIREMENTS:

Must be able to work one evening shift per week (6:00 pm – 9:30 pm)

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer work station and office equipment, speaking to exchange information, seeing to assure accurate and complete correspondence, reaching to retrieve and maintain files, sitting for extended periods of time, bending, pushing, lifting and moving objects weighing up to 25 pounds.