



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Community Education Director. Manages the flow of office tasks to insure completion as well as assists staff in an efficient professional manner. Establishes and maintains a friendly, business-like atmosphere.

Job Title:	Community Education Secretary	Revised Date:	11-13-17
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Job Description: Maintains safe and orderly office atmosphere

- Answer phone, direct to appropriate personnel and addresses request, questions and situations.
- Greet visitors entering Community Education Office, assist visitors as needed.
- Process registrations, changes and cancelation for all Community Education, ECFE, Preschool or School Age Care (SAC) programs. Maintain records of deposits, activity expenditures, deferred and encumbered funds, preschool and SAC billing, prepares end of calendar year SAC statements for tax purposes.
- Prepare deposits for all Community Education, ECFE, Preschool or School Age Care (SAC) programs
 - Weekly deposits for cash and checks
 - Bi-monthly reports for credit cards
- Prepare and distribute age appropriate promotional materials for classes, special events and recreation.
- Maintain Community Education website
- Collect and maintain birth to 5 year information for ECFE family records, Early Education MARSS data, state reports and Pathways II reimbursements.
- Input busing information for SAC and Preschool students, address changes throughout the year.
- Type, proof and layout Community Education brochure, prepare for publication 3 times a year.
- Review census forms, note necessary changes and forward to MARSS Coordinator.
- Attend quarterly Community Education advisory board meetings and take minutes.
- Monitor and order supplies, check-in when received, distribute or stock supply room.
- Secure and lock buildings when required.
- Assist with special projects and events.
- Set up and maintain facilities schedule.
- Other duties as assigned.

Job Location:	Howard Lake	Company Industry:	Public School
Job Role:	Secretarial	Employment Status:	Full-time 245 days 8 hours
Employment Type:	Employee	Manages Others:	No
Band-Grade-Sub Grade:	C-4-1		
State Job Match Points:	150		

Qualifications:

* Strong interpersonal skills	* Ability to multi-task in fast-paced dynamic environment
* Excellent computer skills	* Excellent organization skills
* Excellent oral and written communication skills	* General office and clerical experience

Career Level:	Entry Level	Years of Experience:	[1-3 years]
Degree:	High School diploma or equivalent		

Non-Union

Approved By: Brad Sellner	Date Approved: 2/18/2015
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