

TITLE: Community School Part-Time Clerk

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Aptitude for working with the general public.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Community education coordinator as assigned.

JOB GOAL: To contribute to the efficient operation of a community school as it relates to the total education program.

PERFORMANCE RESPONSIBILITIES:

1. Answers telephone calls and provides general information to the public concerning the adult and community education program.
2. Types a variety of materials, such as letters, forms, memos and reports.
3. Registers adult and community education students.
4. Prepares and verifies collected registration, book and material fees for deposit by the community education coordinator.
5. Prepares and verifies monthly payroll for the community school center.
6. Performs such other tasks and assumes such other responsibilities as may be required.

TERMS OF EMPLOYMENT:

A maximum of fifteen hours per week while the adult and community education program is in session. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 09-06-88