

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY OHIO 44875**

**JOB DESCRIPTION
FOR
SECRETARY, ADULT EDUCATION**

RESPONSIBLE TO: Assistant Director Adult Education

GENERAL DUTIES:

1. Perform functions of the adult education department to established procedures and direction
2. Work harmoniously with co-workers, school department personnel, student and public
3. Maintain professional appearance and work behaviors at all times
4. Answer telephone according to established procedures

SPECIFIC DUTIES:

1. Process student registrations, including: enrollment data, collection of tuition and fees, and issuing receipts for payment.
2. Prepare all enrollment and funding reports for the state recording system.
3. Provide customer service and switchboard assistance in the Adult Education Center and Administrative Center during designated times and as needed.
4. Complete copy requests as assigned.
5. Process Instructor employment documentation, including: hourly contracts, payroll forms, Teacher Certification applications (online), and other personnel reports.
6. Process hourly time sheets and forward to Treasurer's Office.
7. Prepare and maintain student permanent records, including: transcripts, Completion Certificates, attendance, grades, and other needed information.
8. Process Requisitions: select fund code, enter into financial system, and maintain copies in alphabetical order by fiscal year.
9. Assist with marketing efforts for all Adult Education programs.
10. Maintain program and course documentation for Audit purposes, including: Teaching Certificates, weekly attendance sheets, enrollments, and hourly time sheets.

11. Prepare and distribute student Completion Certificates and Career Passports.
12. Enter attendance and grade information into student reporting system.
13. Process Course Catalog information, including: Collect information, prepare mailing labels for all including but not limited to agencies and out of district individuals, and compile a list of deliveries,
14. Contact Substitute Instructors, and notify students of class cancellations.
15. Obtain proof of schooling from archival records, and process requests for duplicate Completion Certificates.
16. Prepare correspondence and reports for departmental purposes.
17. Transfer all paper information into electronic format and place on network drive
18. Prepare enrollment information and provide information to coordinators as needed
19. Create and mail individual class fliers for specific classes i.e. ServSafe, CNC
20. Display initiative, enthusiasm and other essential personal characteristics to effectively operate an adult vocational program
21. Follow department procedures
22. Accept responsibility for high quality standards of products produced and tasks performed
23. Maintain proper inventories at all times
24. Actively promote positive public relations for Pioneer CTC's adult programs
25. Communicate effectively with department administrative personnel
26. Assist with local agencies in recruiting and enrolling potential students
27. Perform other duties as assigned by the Superintendent and/or his/her designee.