NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Secretary for Adult Education

Department: Adult Education
FLSA Status: Non-exempt
Grade/Level: Classified
Job Status: Full-time
Reports To: Director of Adult Education
Amount of Travel Required: As needed
Positions Supervised: None

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Director of Adult Education, this position is responsible for maintaining budgets, serving as a liaison between the adult education sites and the central office, and coordinating and organizing special recognition events. This position also coordinates all secretarial and clerical functions of the central office and supports the teaching staff in their major functions.

MAJOR RESPONSIBILITIES:

- Ensures that student data records and all program information are entered into the Texas Education Agency Management Information System (ACES) for program accountability purposes. TEA compliance requirements include:
  - Serves as liaison between the Texas Education Agency (TEA) ACES Administrator and local data entry assistants in the overall coordination of the Management Information System (ACES) as mandated by TEA.
  - Trains and monitors ACES data entry assistants in the input of all student records.
  - Organizes, inputs, and maintains records of professional development hours of adult education teachers and staff as mandated by TEA.
  - Reviews and corrects all findings as determined by the ACES system and meets deadlines for revisions/corrections.
  - Organizes, inputs, and maintains records of demographics, profile, class registration, contact hours, assessment, and outcomes and achievements information on students for numerous adult education sites as mandated by TEA.
  - Attends extensive trainings assigned by the Texas Education Agency to stay abreast of changes and additions of the ACES system as mandated by TEA.
  - Inputs and updates staff credentials, class and site information, and provider and fiscal agent information as mandated by TEA.
  - Ensures that authorization documents are completed and submitted to TEA for new ACES users to enter data and gain access to the confidential data contained in the ACES system.
• Validates class and site information after completion of data entry and generates reports as needed for Adult Education Annual Performance Report.
• Prepares and calculates monthly payroll for approximately 30 adult education teachers and staff.
• Works closely with grant’s clerk to monitor salaries and make necessary budget changes to be in compliance with Texas Education Agency and other funding sources.
• Assists in coordinating orientation schedules for new student orientation and gathers information needed for program publicity.
• Monitors numerous departmental budgets through NetTerm and budget printouts generated from the Business Office.
• Serves as liaison between the central office and 20 adult education sites.
• Assists director in preparation of numerous grant proposals.
• Compiles monthly or quarterly reports for the Texas Education Agency and other agencies.
• Coordinates all professional development trainings and activities as assigned by the director.
• Coordinates and organizes special recognition ceremonies (e.g. GED graduation, National Volunteer Week, etc.)
• Assists with compilation and preparation of Adult Education Performance Report.
• Assists director in the coordination of the Adult Education Advisory Committee meetings and site visit meetings.
• Assists director with compilation and preparation of Adult Education Handbook and Procedural Guide.
• Updates student intake forms and profiles continuously to incorporate new changes devised by the Texas Education Agency.
• Coordinates pre-service hours to all new adult education teachers (e.g. introduction to campus offices, explanation of all forms, testing materials, and Adult Education Handbook and Procedural Guide.
• Maintains accurate personnel files of all adult education teachers and staff.
• Ensures all adult education sites are supplied with all necessary intake forms, books, supplies, and instructional and testing materials.
• Processes and distributes partnership agreements to approximately 40 participating school districts, businesses, and public agencies.
• Assists director in scheduling adult education classes.
• Assists director in setting up all departmental budgets.
• Prepares bulk mailings for publicity and recruitment purposes.
• Trains and supervises Adult Education Office Assistant/Work Study/WIA students.
• Coordinates all travel arrangements for director.
• Schedules appointments for director.
• Picks up and sorts director’s mail.
• Reviews and checks all equipment, supplies, books, and materials purchased under the program.
• Types memos, letters, purchase orders, travel requests, grant proposals, reports, and other related documents as assigned by the director.
• Answer telephone and receive visitors and students in a pleasant and professional manner.
• Performs other duties as assigned by the director.

MINIMUM QUALIFICATIONS:

Knowledge Required: Extensive computer experience – Microsoft Word; Word Perfect; Filemaker II; First Choice; Pagemaker; and MacDraw; Professional and organized; Ability to handle multiple tasks; Ability to work independently; Willingness to learn.

Skills Required: Personal characteristics such as reliability and dependability; work exceptionally well with others; good organizational skills, work independently; be computer literate having the ability to maneuver in various applications and programs such as word-processing, spreadsheets, database, graphics, and mail merging; ability to type at least 50 wpm; basic clerical skills and knowledge of basic accounting principles; ability to supervise others; ability to organize and prioritize; ability to meet deadlines; ability to solve problems quickly and effectively; ability to work effectively under pressure; ability to follow verbal and written directions and work independently on various tasks.

Physical Requirements:
Frequent working while standing, sitting, bending, pushing, reaching, and carrying; Ability to work/think under stress

Education and Experience:
Associate degree preferred.
High school diploma or equivalency required; at least two years of office experience.
This position is an inside office position with minimal safety/health hazard potential.

Signatures:

___________________________________________________________  _____________________________
Secretary for Adult Education  Date

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Director of Adult Education  Date

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Associate Dean of Outreach Services  Date

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Vice President for Student and Outreach Services  Date

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President  Date