

Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.

R.S.U. No. 67
Chester, Lincoln, Mattawamkeag
Job Description

Title: Adult Education Site Coordinator / Administrative Assistant

Qualifications:

- High school diploma or equivalent
- Two years of office experience
- Computer expertise with proficiency in Microsoft Office applications

Reports To: Director of Adult Education

Job Goal: The job of the coordinator/administrative assistant is established to provide a wide variety of highly responsible, confidential, and complex administrative and secretarial duties for the adult and community education program in a manner that reflects the mission of Adult Education and to invite and challenge adult learners. This position is responsible for performing clerical/secretarial duties, such as organizing, prioritizing, record-keeping, and reporting activities, as well as scheduling, working with the budget, and being familiar with policies and procedures associated with adult education.

RESPONSIBILITIES:

1. Before each semester
 - a. Help Director to compile and prepare newspaper ad & flyer.
 - b. Contact teachers hired by the Director to assist with classes (time, date, # of hours, etc.).
 - c. Prepare and submit news releases to Lincoln News (2 full page ads).
 - d. Establish diploma students' records and obtain transcripts. Make appointments with guidance counselor to review records and plan course selection.
2. Beginning of each semester
 - a. Accept and process registrations, establish list for classes to determine class status (whether to cancel or proceed).
 - b. Prepare 15-week calendar, room usage chart, information for students and instructors. Give a copy to custodians and principals.
 - c. Prepare instructor folders. (Class lists, attendance sheets, form to pass out for MaineSTARS information). For diploma courses – parent and students must sign expectation of attendance.
 - d. Prepare for ITV classes. Do envelopes for students, attendance sheets, check equipment and order supplies for ITV. Keep the assistant librarian advised of any day classes for which he/she will be responsible.
 - e. Communicate with K-TECH to get number and names of ITV students.
3. During school year
 - a. Keyboarding, updating Maine STARS file continually, filing, phone message, sort mail, etc.

- b. HiSET testing schedule, set up dates, have forms ready, test area reserved, mail essays, mail letters, informing students of achievement, and diplomas, etc.
 - c. Maintain inventory and purchase supplies, as needed.
 - d. Prepare payroll for instructors. Prepare payment slips to be processed in the superintendent's office.
 - e. Prepare ITV envelopes daily for the next class. Send in assignments for students, arrange for proctors, as needed, greet students and set up classes. Fax all materials and attendance to Augusta, as needed.
4. End of each semester
 - a. Record diploma students' grades on MaineSTARS and give to the guidance office.
 - b. Prepare mid-year and year-end reports for the Director to complete and send to Superintendent's office.
5. End of School Year
 - a. Assist in setting up a graduation ceremony for any student that has completed their high school diploma through the HiSET program. Determine who is graduating, and get information for procedures they may wish to follow – will they attend graduation, march, cap and gown, etc. This must be done at various times through the year.
 - b. Order supplies for upcoming year.
 - c. Help prepare budget and budget report.
 - d. Close books.
6. Update website, keep track of registrants, confirm teachers, etc.
7. Perform other duties, as necessary.

Work Schedule: Year-round

Evaluation: Evaluations shall be completed annually by the Director of Adult Education

Adopted: January 21, 2015