

CHISAGO LAKES AREA SCHOOLS

TITLE: Community Education Clerical/ Bookkeeping /

QUALIFICATIONS:

1. Proficient in general office skills such as word processing, filing, telephone techniques and bookkeeping.
2. Familiar with computer systems, including databases and desktop publishing. Experience with R Schools online child care registration program.
3. Excellent organizational and public relations skills.
4. A knowledge of the Community Education concepts.
5. High school diploma and two years previous experience.
6. Such alternatives to the above qualifications the Board may find appropriate and acceptable.

REPORTS TO: Director of Community Education

JOB PURPOSE: Provide support and oversight to the operational aspects of the Chisago Lakes Community Education department in order to ensure programming that is high quality, productive, and maximizes resources. Perform secretarial/bookkeeping duties for the Community Education Department. School Age Care Coordinator, Youth Program Coordinator, Early Childhood and Family Director and the Director of Community Education. Assist with other aspects of Community Education programming.

JOB RESPONSIBILITIES:

1. Manage the bookkeeping software (currently R school)
2. Assist and support the coordination of activities within Community Education programs.
3. Perform secretarial duties for the CEO and Community Education Coordinating Staff.
4. Responsible for entering all mail and assist with walk-ins registrations for Community Education activities.
5. Process all UCARE, CCAP registrations and track reimbursements
6. Set up and manage spreadsheets and databases according to generally accepted accounting practices and procedures to manipulating data and provide various reports.
7. Prepare bank deposits. Including all credit card deposits and reports including Kids Club and Early Childhood.
8. Enter (set up) Kids Club classes, Adventure Days and non school care days into web based R School database.
9. Responsible for receiving and entering into the computer database all registrations for the Kids Club Program and Early Childhood program, updating student schedules, entering occasional use payments, etc.

10. Prepare all bills for Kids Club process payments.
11. Process and enter all health screening information into Synergy.
12. Verify Ed2Go registrants online, answer questions, process Drop/Add and verify invoices and Claim & Verification form for monthly payment.
13. Summer Enrichment Week by developing master spreadsheets, signs, rosters. Assist with onsite supervisor of check in, questions, etc.
14. Class Cancellation; Notify school secretaries and Kids Club supervisors and assist with notifying class participants of a class cancellation.
15. Prepare certificates for Mature Driving and Babysitting class.
16. Assist with Early Childhood Screening; make appointments and other duties as directed by Early Childhood and Family Director.
17. Perform Health Assistant duties at the Family Center.
18. Attend and contribute at all staff meetings.
19. Responsible for retrieval of Community Education registration information from computer databases, the organization and categorization of that data and the processing of state and local reports for those areas relating to Community Education.
20. Other duties that are assigned by the Director of Community Education.

TERMS OF EMPLOYMENT:

Part-time, 210 days as scheduled by the Director of Community Education, Salary to be in accordance with the negotiated agreement with the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board policy on evaluation of non-certified personnel.

