

POSITION DESCRIPTION

Community Education Clerical

SECTION I: GENERAL INFORMATION

Position Title: Community Education Clerical	Department: Human Resources
Immediate Supervisor's Position Title: Community Education Director	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under limited supervision, the Community Education Clerical provides essential administrative support requiring a high degree of awareness, tact, creativity, and initiative. This role is responsible for complex staff support activities, often involving directing or completing projects and resolving complex problems and work issues. This designation requires extensive knowledge of the department's operations, with work activities frequently having district-wide impact and implications for Community Education programs and services.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Performs comprehensive administrative and staff support duties, including preparing correspondence, letters, reports, forms, requisitions, and related materials.
2.	Serves as a primary liaison with other district units and external entities, screening calls and mail to independently resolve complaints, problems, conflicts, or questions within established guidelines, and arranging for meetings, conferences, and notices. Responds to public inquiries regarding Community Education programs and services.
3.	Manages budget and financial activities for the department, including monitoring and tracking expenditures, preparing and processing requisitions, processing invoices for payment, submitting reimbursement forms, and handling stipends.
4.	Executes various special projects, which involves researching, compiling, and analyzing data from diverse sources to prepare and summarize information for specialized reports (e.g., NCEA Report, Annual Contract Reports for Drivers Ed/KeyZone).
5.	Administers and interprets rules, regulations, policies, and procedures to staff, students, and the general public, ensuring compliance and providing necessary guidance.
6.	Provides specialized program support, monitoring and maintaining documentation related to program operations (e.g., ECFE, Safe Routes to School), processing program eligibility applications, and participating in the preparation of program-specific reports and forms.
7.	Coordinates and manages departmental communications and outreach efforts, including updating the district webpage for Community Education, managing social media accounts, assisting in the production of the thrice-yearly Community Education catalog, and preparing content for the Teaching, Learning, and Equity (TLE) newsletter.

8.	Facilitates and supports internal and external meetings, attending as needed to provide agenda and minutes support, setting up Advisory Council meetings, and preparing departmental updates for TLE meetings.
9.	Manages office logistics and resources, including serving as a KeyZone liaison for district communications, ordering supplies, and assisting with the packing and mailing of business cards.
10.	Performs other related work as assigned, contributing to the overall efficiency and effectiveness of the Community Education Department.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum three (3) years of progressively responsible experience in advanced staff support, or a closely related business support role is preferred, OR a combination of education and experience totaling (4) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:	
	• Minimum two (2) year college degree preferred. Related coursework preferred. • Experience in coordinating projects, logistics, and training events. • Experience in school district setting preferred.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:	
	None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK	
Knowledge • District policies, regulations, procedures, and processes. • Applicable state and federal rules, regulations, policies, and procedures. • Customer service principles and practices. • District budgeting and contract pay processing. • Modern office methods, practices, and procedures. • Bookkeeping and basic accounting principles. • Advanced to expert level personal computer operations and software applications. Skills • Planning, organizing, and setting work priorities, and working independently with no immediate supervision. • Meeting predetermined deadlines and utilizing flexibility with work and priority shifts. • Gaining cooperation and conformance from others without authority. • Interpreting, explaining, and applying written and oral instructions, procedures, and regulations. • Communication skills, both oral and in writing. • Determining priorities in the handling of unique and/or complex problems. • Promoting public relations and dealing tactfully and diplomatically with staff, students, and the general public. • Maintaining confidentiality with sensitive information, issues, and situations. Abilities	

- Work independently with no immediate supervision on a broad range of duties.
- Resolve complex problems and work issues, exercising tact and initiative.
- Direct or obtain assistance from other support staff as needed.
- Apply extensive knowledge of office/school operations to tasks with district-wide impact.
- Interpret, explain, and apply complex written and oral instructions, procedures, and regulations.
- Maintain confidentiality with sensitive information.
- Plan, organize, and prioritize work effectively to meet deadlines.
- Communicate clearly and effectively, both orally and in writing, with diverse stakeholders.
- Develop and maintain effective working relationships.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√	√	
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Human Resources

Date

Job Classification History:

Prepared by TS 5/2025

Board Approval:

Reviewed/updated:

Reviewed/updated: