

**MANKATO AREA PUBLIC SCHOOLS
Independent School District No. 77**

Job Description - No. 304.855

Job Class: B22
Job Title: ABE Program Secretary
Effective: April, 2026

Unit: Educational Secretaries Association
Pay Equity: 240 day calendar; 7 hours per day
Department: Community Education-Adult Basic Education Office
Supervisor: ABE Program Coordinator

Job Summary

Under the direction of the ABE Coordinator, the ABE Secretary is responsible for providing clerical and secretarial support for the Adult Basic Education Program. Tasks include managing the coordinator's schedule and day to day activities, communicating with the public through face to face, email and phone conversations, scheduling student appointments, assisting customers at the front window, processing mail, ordering supplies, and providing data entry and clerical support to program staff.

TASK NUMBER	PERCENT OF TIME	BAND	TASK DESCRIPTION
1	40%	B2	Provides support to the ABE program and the ABE Program Coordinator: a) Attends daily Coordinator/Secretary meetings to review calendar and prioritize daily activities and workloads b) Answers ABE incoming calls, checks phone messages, schedules appointments and directs individuals to appropriate persons, within assigned perimeters. c) Cross trains staff in duties to assure a smooth transition during absences and general coverage. d) Greets the public, directs them to appropriate office staff/appointments e) Serves on the ABE Leadership Team - takes minutes and provides input when team is problem solving and making program processes and improvements
2	15%	A/1 B/2	Responsible for recordkeeping and program level data-entry management.

- a) Enters student, volunteer and staff information in ABE's Student Information Database SID.
- b) Assists coordinator with creation of timesheets and tracking payroll on spreadsheet
- c) Tracks professional development in SID and registers staff for conferences and workshops
- d) Maintains and enters attendance records for partner agencies, produces special time/mileage sheets and takes meeting minutes.

3 15% A1 **Serves as connector between staff members, students, agency partners, and the public, providing general information on ABE programming, building rules, policies and activities. Performs various customer service and public relations activities.**

- a) Greets and directs visitors by addressing general and program-specific inquiries.
- b) Distributes informational flyers and emails to students, consortium members and the general public.
- c) Corresponds with students and workers about appointments and schedules as directed by ABE Program Specialists and Supervisors
- d) Coordinates the transfer of information between programs, buildings, district and outside agencies, as appropriate.
- e) Assists students with understanding the city bus system, distributes bus tokens, and tracks usage

4 15% A1 Provides general clerical and secretarial support duties and tasks.

- a) Assembles mailings and labels for program staff.
- b) As directed by the ABE Assessment and Accountability Intake Specialist, prepares intake folders for new students and distributes and collects information from students at intake. Enters data in SID.
- c) Keeps work room straightened, restocks paper, forms and flyers, troubleshoots copier issues, changes and orders ink cartridges, call for copier maintenance and reports printer codes.
- d) Assists staff with finding supplies, making copies, scanning, faxing, and filling out timesheets and timeclocks.

- e) Receives, opens and distributes departmental mail.
- f) Reserves class rooms and conference rooms for ABE meetings and events
- g) Accepts, signs for, opens and distributes incoming mail, packages and orders.

5	15%	A1	<p>Collaborates and works closely with other staff in providing site and/or program support activities.</p> <ul style="list-style-type: none"> a) As directed by ABE Assessment and Accountability Specialist, schedules appointments, and enters assessment scores into SID. b) As directed by the ABE Assessment and Accountability Specialist, proctor or register students at the Pearson Vue Test Center and maintain tester data and attendance for the ABE program. c) As directed by the ABE Program Coordinator, assist GED graduation planning including ordering supplies, compile graduate mailing list, prepare graduation programs and graduate certificates, orders food and assist with the ceremony. d) As directed by ABE Program Coordinator, assist in scheduling new hire interviews, prepares interview materials, meets with new hires to begin the new hire training checklist. e) Following district protocol secures offices by using the office communication radio and maintains the staff/student contact list in emergency situations.
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Safety Responsibilities:

All employees of District 77 will promote and represent site safety by performing their job in a manner that reflects any and all relevant District safety guidelines or policies.

Qualifications:

- High school diploma or GED
- A minimum of 2 year previous clerical/secretarial experience
- Values diversity and is equity-minded (committed to and believes in MAPS core values)
- Friendly, professional, and committed to creating a welcoming environment
- Experience and commitment to working as a team
- Must pass background study as required by MN School Districts

Essential skills to perform the job:

Applying and using google suite - Drive, Docs, Sheets, Forms, Meet

Excellent oral and written communication skills (in English)

Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.

Carrying out administrative support functions requiring attention to detail, precision and accuracy.

Fundamentals of business grammar and basic business math.

Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in providing and dealing with the staff, public and district personnel.

Prioritizing job assignments. Time management skills.

Performing work assignments requiring attention to detail, precision and accuracy.

Providing confidential secretarial support to the ABE Program administrator.

Essential knowledge to perform the job:

Knowledge of general office procedures and practices.

Knowledge and skilled in office etiquette and customer service procedures and routines, and office equipment.

Knowledge of FERPA and Data Privacy.

Knowledge of student and staff recordkeeping processes and operation including specialized district software (Frontline, SID, Google Suite).

Fundamentals of computer operation and use.

Familiarity with general office productivity software (ie google suite - drive, docs, sheets, forms, email, internet)

Knowledge of building and district policies and procedures impacting administrative operational requirements.

Organizational Relationships

Reports to the ABE Program Coordinator.