

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: ADULT SCHOOL LEARNING CENTER TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical, clerical and instructional duties to support and promote Adult Basic Education, Adult Diploma, High School concurrent, and G.E.D. preparation programs within the Adult School Learning Center.

### **REPRESENTATIVE DUTIES:**

Organize, maintain and operate an Adult Education Learning Center to provide information and assistance to students, teachers and counselors; coordinate day-to-day operations, programs and monitor student progress.

Perform responsible and technical clerical duties to support Adult Education Learning Center operations including typing and duplicating a wide variety of materials and complex files.

Refer to the school counselor all inquiries of student enrollment for out-of-district, re-enrollment and private post secondary opportunities.

Refer any students having attendance related and behavioral problems to appropriate personnel in a timely manner.

Assist the Adult Education staff in maintaining a positive image of the Adult Education program and sustaining a good, effective relationship with school, county, and district staff.

Assist students in using informational materials and equipment.

Collect information regarding credits, grades and certificates of achievement for students and transmit to designated staff.

Check a variety of instructional materials in and out to students.

Set up and maintain supplies and materials for student use; maintain supplies and equipment in a neat and orderly condition; order supplies and materials as needed.

Operate a variety of office equipment and machines including typewriter, adding machine and copier.

May operate computer and/or word processing hardware.

Assist in maintaining room in a neat and orderly condition.

Assist in the development or modification of forms, processes, programs and materials related to position.

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

General needs and behavior of adult students.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record keeping, office techniques and practices.

Telephone techniques and etiquette.

Operation of standard office machines, audio-visual and computer equipment.

Proper methods of storing equipment, materials and supplies.

### ABILITY TO:

Learn quickly to apply and explain rules, regulations, policies and procedures related to the Learning Center and the Adult School.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Maintain confidentiality.

Perform a variety of clerical duties with speed and accuracy.

Type at 35 net words per minute from clear copy.

Maintain records and prepare reports.

Work cooperatively and effectively with others.

Work independently with little direction.

Operate a variety of office machines including typewriter, calculator, copier and computer hardware.

Initiate, organize, record, maintain and perform multi-clerical duties accurately for the operation of the Learning Center.

Prepare and assist in the preparation of instructional materials, lessons and plans.

Enlist the support, interest and participation of students.

Develop and provide information and materials related to attendance,

performance and progress of students.

Communicate effectively with Adult School students with various learning abilities and cultural differences.

Do arithmetic calculations quickly and accurately.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work to meet schedules and timelines.

Work cooperatively and effectively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, one year experience working with adult students, and one year related clerical experience.

**WORKING CONDITIONS:**

Adult School environment; Learning Center.