

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE OCCUPATIONS – ADULT EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor/coordinator, perform a variety of technical and clerical duties; and instructional assistance duties, to support the Adult School Occupations Office.

REPRESENTATIVE DUTIES:

Organize, maintain and operate the Occupations Office, provide information and assistance to students, assist teachers and staff and coordinate day-to-day operations.

Perform technical clerical duties to support the Occupations Office including word processing, data entry and preparation of daily materials for office and staff.

Create and maintain student and class master database for the Occupations Office.

May assist in supervising students with instruction on business machines, microcomputer programs, data entry, and computerized accounting in the absence of the teacher.

Advise potential students in the availability of classes as well as provide schedules and other important information.

Interview to assess the needs of students, and direct them to the appropriate personnel and/or counselor.

Provide input to Resource Teacher to establish programs and materials to meet the needs of all students enrolled.

Coordinate the collection of information and organize materials for semester progress reports and final grades.

Compile accurate records of each enrolled student. Maintain a variety of internal office records and reports such as C.A.S.A.S. for the Adult School Director. Coordinate procedures for the intake of students including registration and assembling information forms.

Order and set up supplies and materials for use by students and staff. Maintain equipment in a neat and orderly condition.

Request work orders and requisitions, keep records of correspondence and receipts.

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

Receive phone calls and provide information concerning the Occupations Office.

Compile information and prepare reports and data for programs as required by the District, County and State regulations.

Prepare and maintain waiting lists for Occupations classes. Contact students as openings occur.

Operate a variety of office equipment and machines including computer and word processing hardware, typewriter, adding machine and copier.

Perform related duties as assigned pertaining to the job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procedures and policies for adult school occupation programs.

Applicable sections of State Education Code and other applicable laws.

Perform technical clerical support for an adult school program.

General needs and behaviors of adult students.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Telephone techniques and etiquette.

Operation of computer hardware and software.

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

Classroom procedures and conduct.

ABILITY TO:

Organize, compile and evaluate data pertaining to adult occupation programs.

Work independently with little direction.

Learn and apply rules, regulations, and policies pertaining to job.

Maintain complex records, prepare reports, and lists.

Perform clerical duties such as filing, duplication, typing and maintaining records.

Understand and follow oral and written directions.
Communicate effectively both orally and in writing with community and students.
Type at an acceptable rate of speed.
Add, subtract, multiply and divide quickly and accurately.
Operate a variety of office equipment and machines including computer hardware/software, typewriters, adding machines and copiers.
Work cooperatively and effectively with others.
Promote the adult school program.
Work confidentially with discretion.
Assign students to classes according to established guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with adult students preferably at the level of Adult School ESL/Office Specialist I or II. One year clerical experience involving the use of computer and word processing software.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination.

WORKING CONDITIONS:

Adult education learning environment.