Title: Assistant to Coordinator - Community Education/Resource Development

Qualifications: 1. High School diploma or higher

2. Three years secretarial experience required

3. Ability to communicate effectively with the public

3. Such alternatives to the above qualifications as the Board may

find appropriate and acceptable.

Reports To: Community Education Coordinator

Job Goal: To assist the Coordinator in directing educational opportunities for

students in the extended day, enrichment, and preschool programs, and aid in the coordination of all programs offered through community

education.

JOB DUTIES:

1. Maintain student records for all community education programs.

- 2. Prepare and maintain financial records and make deposits for all programs provided by Community Education.
- 3. Supervise the Community Education offices and staff.
- 4. Direct individuals to services and programs not offered through community education; i.e United Way, 211 Connect, Marshall County Health Department, etc.
- 5. Create promotional materials for all programs of Community Education.
- 6. Prepare monthly payroll for employees of Community Education. i.e. Pre K, Extended Day, etc.
- 7. Maintain records and prepare monthly reports for Child Resource Network.
- 8. Assist Coordinator in maintaining minutes, preparing financial reports, creating informational documents, preparing mail-outs, sending correspondence, and publicizing events sponsored by the Albertville City Schools Foundation.
- 9. Assist Community Education Coordinator in grant writing and reporting.
- 10. Assist coordinator in the purchase, receipt and distribution of materials for all Community Education Programs.
- 11. Attend meetings as designee for Community Education Coordinator, as needed.
- 12. Maintain professional growth and competence through professional development <u>as per Board</u> <u>Policy 5.5 Personnel Professional Development</u>
- 13. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 14. Perform other duties as may be assigned.

6.02 - Assistant to Page 2	Coordinator - Community Educ	cation/Resource De	evelopment		
Essential Dutie	<u>es</u>				
Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.					
TERMS OF EMPLOYMENT:		9-Month	☐ 10-Month	11-Month	12-Month
EXPECTED WORK DAY:		8 Hours			
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position				
EVALUATION : Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements					
Reviewed and	agreed to by:	Employee		Date	

Human Resource

Initials

BOARD APPROVED:4/12/16

Principal/Program Coordinator Initials