



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

Community Education Evening Administrative Assistant – Northland Career Center

FLSA Status:

Non Exempt

Qualifications:

High School graduate (or equivalent)
Additional preparation and/or college work related to educational office training preferred
Strong computer skills; competence in Microsoft Office

Experience:

Job related experience with increasing levels of responsibility
Strong interpersonal and organizational skills

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary**Schedule:**

Range 9

Reports to

Community Education and Grant Advisor

Terms of Employment

Part time, 12-15 hours per week average, without benefits.

Purpose Statement

Ensures the efficient operation of the Community Education office to allow an optimal educational experience for evening students.

Essential Job Functions

- Oversees the smooth operation of the office during evening hours.
- Greets visitors and clients in a pleasant manner; responds to inquiries in a timely manner.
- Answers phone in a pleasant, respectful manner and routes calls to appropriate personnel.
- Efficiently responds to questions of staff and community patrons.
- Assists Community Education and Grant Advisor and NCC Director with various tasks.
- Assists Community Education and Grant Advisor with development of the Community Education brochure.
- Registers students; maintains Community Education student information in the student database.
- Prepares necessary correspondence for special events.
- Prepares and distributes information to prospective students.
- Abides by Missouri statutes, and school board and administrations' policies and regulations.
- Works to implement the vision, mission and values of the district.

Other Job Functions

- Exhibits dependability and punctuality in assigned duties; has consistent and regular attendance.

- Adheres to good safety practices.
- Required to use time clocking system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Has the ability to learn new systems and software and be able to understand and submit online reports to state and federal agencies.
- Maintains accurate, complete, and correct records as required by law and district policy.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Maintains strict confidentiality.
- Attends meeting and trainings as directed.
- Supports district/school decisions in a positive manner with the public, other staff, etc.
- Adheres to all district rules, regulations and policies.
- Performs all other duties are required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and pertinent codes and regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working independently; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; setting priorities; and establishing and maintaining effective working relationships.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: some lifting up to 40 pounds, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing.

Conditions and Environment

Employee will be required regularly work inside. This job is performed in a school environment that is active.