

TITLE

Secretary/Paraprofessional to Supervisor of Adult Education

ESSENTIAL FUNCTIONS

- Work with the State on our attendance program (ECMATS).
- Data Entry, responsible for entering students' attendance in classes.
- Enter the students' test scores, goals which they have accomplished through our program and any additional information which is needed by the State. Our program's funding is based on these numbers each school year.
- Duties consist of assisting Supervisor of Adult Education, helping the other teachers, answering the phone, answering any questions from students or any others about our classes, etc.
- Work with the students during the day classes which are Monday and Wednesday mornings from 8:00 – 11:00 a.m., administer tests, either the assessment tests or the Pre-GED test, score tests, get books for students, copying extra work sheets for students, work one-on-one with students who need extra help, exchange work and tapes for the Distance Education students and making sure they come in on a regular basis and bring in time-sheets, put away new shipments of books, etc.
- Help prepare the GED paperwork and deliver them to York Institute, where the actual GED test is administered once a month.
- Teach beginning computer classes.
- Work with the Paraprofessionals in the school system to pass the Paraprofessional exam, which is a requirement for their employment with the school system and help with administering the exam.
- Help with the recruiting for our program.