

Fairfield Public Schools

Title: Continuing Education/Registration Secretary

Job Purpose Statement:

Provides administrative and secretarial assistance of a confidential, complex and responsible nature in the Continuing Education and Registrar's Office.

Supervision Received:

Receives oral or written direction from Chief of Staff; who outlines general policies, assigns duties and periodically reviews work for conformance with standards; performs regular duties on own initiative.

Essential Job Functions:

Receives correspondence and screens communications, and prepares replies, including confidential material; screens visitors to office and incoming telephone inquiries; answers inquiries from employees, school and outside officials, and the public. Schedules and assists Registrar as need with school registrations. Handles and processes telephone and office walk-in Continuing Education registrations.

Develops Continuing Ed catalogs bi-annually and oversees the web-based online catalog, registration and student database. Manages and reconciles the online payment system. Reserves all class locations for all classes each semester using online reservation system.

Contacts all instructors, collects new instructor's new hire paperwork and enters the bi-monthly payroll to pay the instructors. Communicates with all instructors and students when classes are cancelled.

Pays vendors for service(s) by entering requisitions into MUNIS. Reconciles the Continuing Education checkbook monthly.

Assists with Front Desk Receptionist duties.

Incidental Job Functions:

Operates office equipment including computer, calculator and fax/copying machines. Assists Registrar and other staff as necessary. Performs related work as required. Coordinates and compiles information and data for Administrator.

Knowledge, Skills and Abilities:

Good knowledge of modern office procedures and terminology; good knowledge of business English, spelling and arithmetic; ability to operate personal computers and software programs such as Microsoft Word, Power Point, Excel; ability to manipulate a standard alpha-numeric keyboard at a rate of 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to produce a variety of formats for correspondence, records, reports and maintenance of files.

Ability to establish and work effectively with the public and school district personnel, both orally and in writing; ability to plan, organize and efficiently perform clerical functions with discretion, tact, courtesy and accuracy. The position requires resourcefulness; good judgement and strong initiative. Must be

a self-starter, comfortable working independently, with people and numbers, interacting with personnel, families and the public, and capable of interpreting Board of Education policy to the public in a pleasant and affirmative manner.

Minimum Qualifications Required:

The skills and knowledge required would generally be acquired with a high school education, and four years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Physical Exertion/Environmental Conditions:

The employee is regularly required to sit and talk or hear. The employee is required to stand, walk and operate a computer and reach with hands and arms. The employee must occasionally lift and/or move up to ten pounds, such as reports. Specific vision capabilities required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of this position. Some degree of stress in carrying out administrative related duties in a busy office with regular interruptions; and organizing workload within time constraints. Regular intermittent exposure to computer screen. Some degree of stress in interacting with staff members and meeting deadlines. Must be able to manage multiple tasks simultaneously.

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