

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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|------------------------|----------------------------|------------------------|---|
| TITLE: | Adult Education Specialist | CLASSIFICATION: | Classified Non-Management (SEIU/Office-Technical) |
| SERIES: | None | FLSA: | Non-Exempt |
| JOB CLASS CODE: | 9465 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Adult Education | SALARY: | Range 50 Salary Schedule C |
| REPORTS TO: | Assigned Supervisor | HR APPROVAL: | 06-01-10 |
| | | HR REVISION: | 08-10-12 |

BASIC FUNCTION:

Perform a wide variety of difficult and complex management information clerical tasks related to data processing, financial, budget needs, and understanding of program terminology related to adult education; relieve the director of administrative and technical details; provide technical guidance to other staff in adult education.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Be skilled with the Associated Software Administrative Programs (ASAP) so that attendance data for all adult education can be prepared and submitted monthly. **E**

Develop procedures or processes that others can execute; make technical recommendations that consider software, logistical, and operational factors with cost factors and standardization efforts. **E**

Act as a project leader on complex information processing studies; work on complex information processing system problems, and serve as the advanced technical specialist performing complex analytical studies and activities on complex data and projects. **E**

Complete budget reports, and submit them to the California Department of Education for all federal funds. **E**

Monitor and maintain school site, program accounts, grant accounts, and financial and statistical records to assure proper expenditures; control income received by the school; assure compliance with California Education Code and other applicable laws; notify assigned supervisor of discrepancies. **E**

Monitor grant budgets and financial reporting requirements; verify that proposed expenditures meet guidelines of grants or contracts; track federal funds for reimbursement; maintain grant files and records; assure other site financial compliance responsibilities. **E**

Coordinate financial activities related to cash including receipts, deposits, and reconciliation of statements of various checking and savings accounts; approve disbursements; sign and write checks; audit checks returned by the bank, and attempt to collect on bad checks. **E**

Maintain records of budgetary balances in all accounts, resolve discrepancies in monthly budget statements, and transfer money as appropriate; set up blanket orders, and prepare requisitions and purchase orders; prepare and track capital improvements, service contracts, and maintenance agreements as needed; order, receive, and process payments for merchandise; project budget for following year. **E**

Prepare monthly, quarterly, and closing balance end-of-year reports; prepare program, grant, and budget reports. **E**

Prepare accounts for year-end closing and financial statements; work closely and cooperatively with district office staff and outside auditors in gathering and interpreting data for their review; prepare and submit income and expense report, profit and loss report, and equipment inventory to district office according to established procedures and timelines. **E**

Process personnel requisitions, may review site staffing information to determine staffing needs, provide statistical information on new or existing personnel. **E**

Review expenditure history reports for financial compliance; monitor funds for compliance to relevant regulations; interpret and enforce school and district policy regulations regarding all school funding sources. **E**
 Act as technical resource to sites and departments; work in a team environment to mitigate unwanted side effects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to input, output, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; develop spreadsheets for use in the preparation of various financial reports and projections. **E**

Coordinate communication and information; compose memos, letters, flyers, forms, or other materials, working independently; assist with the preparation and distribution of quarterly adult newsletters; research and summarize data; operate a wide variety of standard office equipment; drive a vehicle to conduct work; lift light objects.

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate’s degree, and four years of experience in record keeping, business accounting practices, on-line database systems management, and positive attendance accounting. Experience working with ASAP software and statistical reporting is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

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|------------------------------------|-------------------|
| Keyboarding..... | 55 Correct WPM |
| Word..... | 80% Overall Score |
| Excel..... | 80% Overall Score |
| General Accounting/Bookkeeping ... | 80% Overall Score |

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Adult Education ASAP System.
- Positive attendance reporting systems.
- Knowledge of district’s financial system.
- Record keeping and reporting procedures.
- District budgetary and related policies and procedures.
- General accounting principles and practices.
- Principles and practices of governmental budgeting.
- Basic research methods.
- Methods and practices of budget monitoring, control, and recordkeeping.
- Financial and statistical record-keeping techniques.
- Accounting and budget practices, procedures, and terminology used in a school district.
- Preparation, review, and control of assigned accounts.
- Statistical terminology and procedures.

Operation of a computer, related software, networking, and standard office equipment.
Health and safety regulations.

ABILITY TO:

Work with the ASAP software.

Act as a project leader on complex information processing studies.

Learn and assimilate new programs or procedures, and analyze their value to the division.

Maintain accurate financial and statistical records.

Learn district organization, operations, policies, and procedures.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Compile, verify, and maintain accurate financial and statistical data.

Perform clerical accounting duties in the maintenance of assigned accounts.

Monitor, adjust, and reconcile assigned budgets.

Prepare clear and concise financial reports.

Perform calculations and post data rapidly and accurately.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Understand and follow oral and written instructions.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Plan and organize work to meet schedules and time lines.

Work independently with little direction.

Prepare comprehensive narrative and statistical reports.

Operate a computer, related software, and standard office equipment.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.